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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 29, 1942

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BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of a regulation,
currently effective, made by the State Department
of Social Welfare.

This regulation is filed in accordance with Article
21 of Chapter 3 of Title 1 of Part 3 of the Political
Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
172:786

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 1 - 1942

PAUL PEEK, Secretary of State

By

Chas. J. Sargent
Deputy

Culbert L. Olson
Governor

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Sacramento
May 27, 1942

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DEPARTMENT BULLETIN NO. 190 S.A.A.

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
WORK PROJECTS ADMINISTRATION

IN REPLY PLEASE REFER

TO:

Subject: Uniform Allocation of W.P.A.
Sponsorship Funds Statewide.

Effective July 1, 1942, the State Department of Social Welfare will make available funds appropriated under Chapter 879, Statutes of 1941, for W.P.A. Sponsorship, both to Northern California W.P.A. and Southern California W.P.A., for counties having signed an agreement whereby they refer persons for W.P.A. employment, upon a uniform basis computed quarterly in advance in accordance with the following formula:

- (1) The total funds available each quarter for W.P.A. Service Project Sponsorship, less the amount or amounts for projects sponsored for the direct benefit of the State Department of Social Welfare (i.e., Commodity Distribution, Historical Records Survey, Sewing Project, School Lunch, etc.) shall be available to W.P.A. both in Northern California and in Southern California for each county having Service Division Projects, on the following basis:
 - a. Reports by counties of certified persons assigned to Service Division Projects as submitted by W.P.A. to the State Department of Social Welfare, shall be used to determine the percentage of certified persons employed in each county on Service Projects against certified persons assigned to Service Projects statewide.
 - b. The figure of the average man month cost of W.P.A. sponsorship of service projects necessary to make the twenty-five per cent contribution required by law shall be obtained from W.P.A. This figure to be divided into the total funds available under (1) above to determine the man months sponsorship provided for the quarter.
 - c. The percentage figure for each county obtained under (a) above shall be multiplied by the total statewide man months figure obtained under (b) above divided by three, to obtain the approximate man months for each county each month.

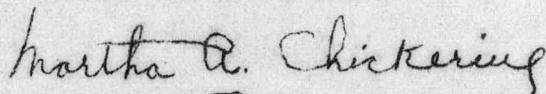
The contribution as computed above and the man months for each county as computed above will determine the total amount of cash contribution made available to W.P.A. for service projects in each county in which W.P.A. operates such projects.

The W.P.A. and the county shall together make all decisions as to which projects shall be operated in each county and the number of certified persons to be assigned to each project so operated. The State Department of Social Welfare shall not designate operations or assignments except on projects sponsored for the direct benefit of the State Department of Social Welfare (i.e., Commodity Distribution, Historical Records Survey, School Lunch, Sewing Project, etc).

The State Department of Social Welfare shall notify each county monthly in advance of the approximate number of certified persons for whom the entire sponsorship responsibility for the month has been covered by the State Department of Social Welfare.

Under the policy as above stated, the State Department of Social Welfare will enter into no co-sponsorship agreements with any county and will, effective July 1, 1942, cancel all existing co-sponsorship agreements now in force. (Note: This cancellation does not refer to agreements re: clothing allocation and distribution.)

Very sincerely yours



MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Ch. 879 St. 1941)

Culbert L. Olson
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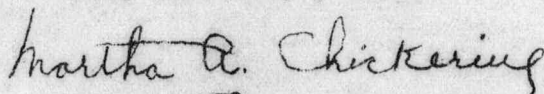
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Department of Social Welfare

(Authority: Ch. 879 St. 1941)

Culbert L. Olson
Governor

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DIRECTOR

Sacramento
May 27, 1942

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Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Ch. 879 St. 1941)

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Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 29, 1942

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DEPARTMENT BULLETIN NO. 144 REVISED A

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Cancellation of Section 7,
sub-division C, of Department
Bulletin No. 144 Revised.

Attached hereto is Attorney General's Opinion NS4230.

In accordance therewith, Section 7, sub-division C, page 5,
of Department Bulletin No. 144 Revised, which reads as follows:
"Services and expenses incident to the establishment and building
up of a professional practice," is hereby cancelled and no longer
in effect.

Very sincerely yours

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Attach.

(Authority: Sections 3084 and 3075
of the Welfare and Institutions Code)

Earl Warren
Attorney General

STATE OF CALIFORNIA
Legal Department

San Francisco, April 14, 1942

Department of Social Welfare
616 K Street
Sacramento, California.

Attention Miss Martha A. Chickering.

Gentlemen:

This is in reply to your letter presenting the case of a blind person who is not eligible for aid under Chapter 3 of Part 1 of Division 5 of the Welfare and Institutions Code solely because he lacks the prescribed residence requirements set forth in Section 3431 of the Welfare and Institutions Code. He is however eligible for blind aid under Chapter 1 of Part 1 of Division 5 of that Code. The applicant for aid is an attorney and is seeking to establish a private law practice with the view of becoming self-supporting. The question asked by you is whether excess aid may be granted under Chapter 1 for the purpose of rehabilitating the applicant so that he may become self-supporting, or whether Chapter 3 alone authorizes excess aid for such purpose. The claimed excess need consists of monthly payments for a secretary's salary, office rent, cost of law books and other expenses incidental to establishing a law practice.

Chapter 3 was enacted by the Legislature in 1941 and at that time several pertinent amendments were made to Chapter 1. Prior to the repeal of Section 3000 of the Welfare and Institutions Code in 1941, the purpose of Chapter 1 was set forth in that section as follows:

"The purpose of the provisions of this chapter is to relieve blind persons from the distress of poverty, to enlarge the economic opportunities of the blind, and to stimulate the blind to greater efforts in striving to render themselves self-supporting."

In 1941 this section was repealed. Section 3084, prior to 1941, prescribed that "the amount of aid to which any applicant shall be entitled shall be, when added to the income of the applicant from all other sources, \$50 per month." Certain specified types of income of a combined total value not exceeding \$400 per annum were declared not to be considered for any purpose. In 1941 Section 3084 was amended to read in part as follows:

"The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, fifty dollars (\$50) per month. If, however, in any case it is found the actual need of an applicant exceeds fifty dollars (\$50) per month such applicant shall be entitled to receive aid in an amount, not to exceed fifty dollars (\$50) per month, which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need."
(underscoring ours)

Thus by the 1st amendment recipients of blind aid under Chapter 1 are normally limited to a total income from their own resources and from blind aid to \$50 per month but excepting casual income and inconsequential resources. However, if it is found that the actual need of the applicant exceeds \$50 per month, he can be paid to and including \$50 per month in addition to his income to meet his actual need. The question is whether "actual need", as used in Section 3084, extends to expenses paid out by an applicant in building up a practice of the law so that he may become self-supporting.

An examination of Chapter 3 discloses that the purpose of the new Act is set forth in Section 3400 as follows:

"The purpose of this chapter is to provide a plan for this State whereby the blind residents of this State may be encouraged to take advantage of and to enlarge their economic opportunities, to the end that they may render themselves independent of public assistance and become entirely self-supporting.

"To achieve this objective, resources and income beyond the necessities of bare decency and subsistence are required. This chapter, by allowing the retention of necessary income and resources by those of the blind showing a reasonable probability of being able and willing to undertake the acquisition of resources and income necessary for self-support, will encourage them in their efforts to become self-supporting."

Section 3472, providing for the amount of aid payable under Chapter 3, reads as follows:

"If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor. The amount of aid to which any applicant shall be entitled shall be, when added to the income of the applicant from all other sources, fifty dollars (\$50) per month. Income from any of the following sources of a combined total value not exceeding four hundred dollars (\$400) per annum shall not be considered for any purpose:

- "(a) Income from applicant's labor or services;
- (b) The value of foodstuffs produced by the applicant or his family for his use or that of his family;
- (c) The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
- (d) The value of gifts other than regular contributions by relatives legally responsible under this act (Chapter);
- (e) The value of the use and occupancy of premises owned and occupied by the applicant;
- (f) The net income from real and personal property owned by the applicant.

Income in addition to the above specified shall be computed on the basis of net income."

Therefore, under Section 3472, a recipient of aid might receive \$50 aid per month plus an income of \$33.33 per month or a total of \$83.33 per month. Under Section 3084, a recipient may receive, when his actual need exceeds \$50, his income

plus an amount of State aid to and including \$50 per month which shall equal his actual need. Thus, conceivably, a recipient could have a need in excess of \$83.33 per month and receive \$50 per month in State aid with more than \$33.33 per month income under Section 3084.

Chapter 3 was clearly enacted to specifically assist blind persons to become independent of public assistance by rendering themselves entirely self-supporting (Section 3400). This intent is emphasized in Section 3473 wherein it is provided that "an applicant for aid under this chapter shall in addition prove that he is able to secure and willing to use resources and income he is permitted to retain under this chapter, for the purposes of achieving self-support."

It is our view that the history of Chapter 1 and of Chapter 3, as well as the present provisions of the two chapters, indicate an intention to provide aid for blind persons with two objectives in mind. In Chapter 1 that objective is to relieve him from distress and poverty caused by his affliction. In Chapter 3 the object is to aid him in becoming self-sufficient. As such it is difficult for us to interpret the provisions of Section 3084, authorizing excess payments where it is found necessary because of actual need, to mean a need necessary to attain self-sufficiency. It is our view that the proper interpretation is that the actual need referred to in Section 3084 has reference to peculiar personal needs of the person arising because of blindness. It might include necessary medical treatment, obtaining and maintaining a dog to guide him, or similar needs.

We further note that the provisions for excess need in Section 3084 contain similar language to that contained in Section 2020 wherein excess payments are authorized in the case of actual need for old age aid recipients. It has never been considered that old age aid recipients could be paid excess aid in order that they might rehabilitate themselves and become self-supporting.

Therefore, in answer to your specific questions, it is our opinion that the State Department of Social Welfare is empowered in cases coming before it on appeal to determine whether a given need of the applicant constitutes an actual need under Section 3084 and to issue rules and regulations, under Section 3075, setting forth needs which may constitute a part of the actual total need of applicants or recipients, provided that such determination and rules and regulations are within the scope of the provisions of Chapter 1 as hereinabove interpreted.

It is further our opinion that for the reasons hereinabove expressed the rule that "services and expenses incidental to the establishing and building up of a professional practice", as set forth in Departmental Bulletin No. 144, is not a valid regulation under the provisions of Sections 3075 and 3084 of the Welfare and Institutions Code.

Very truly yours,

EARL WARREN, Attorney General

By /s/ T. A. Westphal, Jr.

Deputy

TAW:W

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

June 1, 1942

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Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
172:786

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DEPARTMENT BULLETIN NO. 125 REVISED

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Sacramento
May 29, 1942

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 2 - 1942
PAUL PEEK, Secretary of State
By *[Signature]* Deputy

Subject: Reinvestigation Procedure
Aid to Needy Blind and
Aid to Partially Self-Supporting
Blind Residents

Sound administration of any assistance program is dependent upon a thorough initial investigation of eligibility, followed by a reinvestigation of the individual's eligibility from time to time. In order that there may be assurance that recipients of Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents remain eligible to receive public funds, the law requires a redetermination of their eligibility shall be made not less often than once annually, it being understood that reinvestigation will be necessary at more frequent intervals in those cases in which a change in assets or income would render the recipient ineligible to further grants, or require a change in the grant.

The actual determination of eligibility at the time of reinvestigation, as when the initial investigation is made, rests with the county granting the aid. In line with the decentralized plan of administration in the Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents programs, Forms B1 206 and B1 206A, Recipient's Affirmation of Eligibility, together with all records and information supporting the reinvestigation of eligibility remain in the county case record with the exception of the Physician's Report of Eye Examination. Form B1 227, Physician's Report of Eye Examination, must be submitted to the State Department of Social Welfare in duplicate in all cases where a reexamination of the eyes is required. The county's certification that the reinvestigation of eligibility has been completed, shall be forwarded to the State Department of Social Welfare. Forms B1 207, 207A, Individual Certificate of Reinvestigation, and Forms B1 208, 208A, List Certificate of Reinvestigation of Eligibility for Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents have been designed for this purpose.

A cross section of those cases on which the Certificate of Reinvestigation of Eligibility has been filed with the State Department of Social Welfare will be reviewed by the field staff.

Attached are samples of the following forms and instructions for their use.

Form Bl 206 Revised - Recipient's Affirmation of Eligibility for Aid to Needy Blind.

Form Bl 206-A - Recipient's Affirmation of Eligibility for Aid to Partially Self-Supporting Blind Residents.

Form Bl 207 Revised - Individual Certificate of Reinvestigation of Eligibility for Aid to Needy Blind.

Form Bl 207-A - Individual Certificate of Reinvestigation of Eligibility for Aid to Partially Self-Supporting Blind Residents.

Form Bl 208 Revised - List Certificate of Reinvestigation of Eligibility for Aid to Needy Blind.

Form Bl 208-A - List Certificate of Reinvestigation of Eligibility for Aid to Partially Self-Supporting Blind Residents.

The Certificate of Reinvestigation procedure for Aid to Needy Blind became effective October 1, 1940; the Certificate of Reinvestigation procedure for Aid to Partially Self-Supporting Blind Residents becomes effective July 1, 1942.

Department Bulletin No. 125 and the Instructions issued therewith on September 3, 1940, and Department Bulletin No. 125-A, issued November 28, 1940, are hereby rescinded.

A supply of the following forms is being forwarded under separate cover. For the present your request for an additional supply of these forms should be directed to the State Department of Social Welfare, 616 K Street, Sacramento, California:

Form Bl 206-A - Recipient's Affirmation of Eligibility for Aid to Partially Self-Supporting Blind Residents.

Form Bl 207-A - Individual Certificate of Reinvestigation of Eligibility for Aid to Partially Self-Supporting Blind Residents.

Form Bl 208-A - List Certificate of Reinvestigation of Eligibility for Aid to Partially Self-Supporting Blind Residents.

Your request for a supply of the following forms should be directed to the Bureau of Purchases, State Office Building No. 1, Sacramento, California:

Form Bl 206 Revised - Recipient's Affirmation of Eligibility for Aid to Needy Blind.

Form Bl 207 Revised - Individual Certificate of Reinvestigation of Eligibility for Aid to Needy Blind.

Form Bl 208 Revised - List Certificate of Reinvestigation of Eligibility for Aid to Needy Blind.

(Authority: Sections 3075, 3089
3461, and 3460
Welfare and Institutions
Code)

Attach.

Very sincerely yours,

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

INSTRUCTIONS

I. Recipient's Affirmation of Eligibility for Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents (Forms Bl 206 and Bl 206A)

Each recipient of Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents shall be requested to sign a completed Form Bl 206 or Bl 206A once each year, and the completed form shall be retained in the county case file. Full information, as required, must be given on these forms. The type of real property which has been acquired or disposed of, such as lot, house and lot, etc., should be shown. Likewise, the recipient should indicate the type of personal property which has been acquired, such as increased bank balances, new automobile, etc., and the type of personal property of which disposition has been made, must be noted.

Any necessary assistance in the completion of these forms shall be given by the county worker, and it is suggested that the worker utilize this opportunity to call the individual recipient's attention to his obligation in reporting promptly any change in his income, property holdings, financial condition, marital status, address or living arrangements.

Cases receiving aid under the Aid to Needy Blind Law should be considered for possible eligibility under the provisions of the Aid to Partially Self-Supporting Blind Residents Law at the time of reinvestigation.

II. County Report of Eligibility Reinvestigation (Reverse side of Forms Bl 206 and Bl 206A)

Blindness (ANB - APSB) (See Manual Section 180-50, Reexamination of Eyes to Determine Continued Eligibility)

In order to be assured of continued eligibility from the standpoint of blindness, a reexamination of the eyes of recipients of Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents must be made not less often than once annually unless the county has been notified by the State Department of Social Welfare that no reexamination is necessary. Advice as to the necessity for reexamination of the eyes will be given by the State Department of Social Welfare upon request.

If a reexamination of the eyes is necessary, the physician's report of eye examination (Form Bl 227) in duplicate, must be submitted to the State Department of Social Welfare.

Real Property (ANB - APSB) (See Manual Chapter, Real Property)

When there is on file a report of a two-year search of the official county property records and the recipient states on Form Bl 206 or Bl 206A that he has not acquired property since the last application, no additional property investigation need be made, unless conflicting information is secured through the interview, the case record, or otherwise. Reinvestigation of encumbrance of record is necessary when the value of recipient's real and/or personal property approaches an assessed value of \$3000.00 as a decrease in the encumbrance would increase the value of the property. If the county record does not contain a report of property investigation, there must be a clearance of the official county property records for the two year period preceding the current reinvestigation.

If changes are reported by the recipient, or otherwise come to attention, a complete reinvestigation of the real property holdings and encumbrance of record is required. This would include a report from the county assessor's office, and in some instances, a report from the county recorder's office, as well as verification of terms of sale or purchase, mortgage payments, etc., by reference to the pertinent documents, by visits, correspondence, or such other methods as seem desirable. The dates of the verifications and the findings must be shown on the reverse side of Form BI 206 or BI 206A, or if the material is otherwise included in the case record, indicate the place where it may be found.

Personal Property (ANB-APSB) (See Manual Chapter, Personal Property)

The amount of reinvestigation to be made regarding personal property necessarily depends upon the circumstances in the individual case. In general, the following policies shall govern:

- a. No further investigation is necessary when the original investigation revealed that the recipient was without assets and there is no information, either from the recipient himself, or otherwise, which suggests that assets have been acquired since aid was recommended.
- b. When the recipient's assets are those which were in his possession when aid was granted, and the nature thereof is such that the value decreases with the lapse of time, as in the case of an automobile, farm machinery, furniture, etc., reinvestigation of the value thereof is not necessary if original investigation revealed that the value of the personal and/or real property, less encumbrance of record, was not in excess of \$3000. Reinvestigation of encumbrance of record is necessary when the value of recipient's real and/or personal property approaches an assessed value of \$3000.00 as a decrease in the encumbrance would increase the value of the property.
- c. If the recipient has cash on hand, bank accounts, postal savings, stocks, bonds, notes, trust deeds, other types of securities, or insurance (not exempt under the law), the county shall redetermine the current market value thereof, as well as encumbrance of record. Written statements in the form of bank clearances, letters, etc., are preferred for verification of cash and securities, but in some instances the recording of an interview with officials is satisfactory. For example, the case history may contain a report of an interview with a bank representative by which the market value of a note or other securities has been determined. The county record should show rechecks at least every three months on securities with a fluctuating value, when the market value thereof, together with other property holdings of recipient, approaches the maximum allowed.

The cash surrender value of all insurance policies declared by the recipient which are not exempted by Sections 3047 and 3447 of the Welfare and Institutions Code, must be verified either through correspondence with the insurance company or by examination of the policies by the county worker, if this information is not already contained in the case record.

As in the case of an original application, a person may own cash or securities in excess of \$500 if there is a plan for rehabilitation which has been approved by the county board of supervisors.

- d. If changes in personal property are reported by the recipient, or otherwise come to attention, a complete reinvestigation of personal property and encumbrance of record is required. This would include a report from the county assessor's office. Verification of the amount of encumbrance must be made by interview or correspondence with person or persons holding security for the encumbrance and/or by inspection of the recorded document. The dates of the verifications and the findings must be shown on the reverse side of Form B1 206 or B1 206A, or if the material is otherwise included in the case record, indicate the place where it may be found.

Income (ANB- APSB) (See Department Bulletin No. 171, issued January 29, 1942)

All income of the recipient shall be reverified, with the exception of fixed income which is known not to change. The case history must show the methods used in verifying the gross income and in computing the net income indicating those items which were deducted from the gross income in determining the net income. Ordinarily, it is expected that income will be verified through employers, tenants, banks, etc., but it is recognized that in some instances the applicant's records of earnings must be accepted, as it is not always possible to clear with individuals for whom he may have performed odd jobs. The occupancy value when recipient is living in a home owned by him in whole or in part shall be reestablished at time of reinvestigation in accordance with the formula contained in Department Bulletin No. 144 Revised, issued August 23, 1941.

Recapitulate on reverse side of Form B1 206 or B1 206A the source and amount of the income, giving the totals, so that the basis for the grant in aid is clearly indicated, and record method of verification.

Need in Excess of \$50.00 per Month (ANB) (See Department Bulletin No. 144 Revised, issued August 23, 1941)

When the actual need of a recipient of Aid to Needy Blind exceeds \$50.00 a month and income accruing to the recipient is applied to meet the additional need, the reinvestigation of eligibility shall include verification of the nature of the particular need and the amount thereof. A statement of the verification establishing the additional need, showing date and method of verification shall be made on the reverse of Form B1 206.

Plan for Self-Support (ANB)

A determination shall be made at the time of reinvestigation as to whether recipient has a plan for achieving self-support. If the Aid to Needy Blind recipient is found to have such a plan and is putting forth a sincere and sustained effort to effectuate the plan, consideration shall be given to his eligibility for assistance under the Aid to Partially Self-Supporting Blind Residents statute. If eligibility is indicated and the recipient is desirous of receiving aid under Chapter 3, an application shall be taken on Form B1 200A and investigation completed immediately in order that there will be no interruption in the payment of aid.

A reasonably adequate plan for self-support and a sincere, sustained effort in carrying out the plan are the criteria which determine eligibility for Aid to Partially Self-Supporting Blind Residents, rather than the amount of income which may be immediately available. The intent as well as the ability of the individual should be considered in determining the possibility of the ultimate achievement of self-support on a reasonable level.

In those cases in which the recipient's cash and security holdings exceed \$500 and continued eligibility is dependent upon recipient having a plan for rehabilitation, verification of the plan for rehabilitation is necessary. If such a recipient is not eligible for transfer to Aid to Self-Supporting Blind Residents and aid is to continue under the Aid to Needy Blind statute, Form B1 25, Plan for Rehabilitation, must be completed unless this form has been previously signed and approved by the county board of supervisors.

Plan for Self-Support (APSB)

Reinvestigation of eligibility for Aid to Partially Self-Supporting Blind Residents shall include a determination that recipient continues to have a plan for achieving self-support and that a sincere and sustained effort is being made to carry out such plan. A statement of county's verification of the plan, showing date and source of information, shall be included on the reverse of Form B1 206A.

Since a blind person's success in seeking self-maintenance cannot be measured by the same standards which would be used for persons not similarly handicapped, neither the time required to achieve self-support nor the amount of earnings should be controlling factors in determining continued eligibility for Aid to Partially Self-Supporting Blind Residents. Continued eligibility should be considered in the light of the adequacy of the plan for self-support and the degree of effort being put forth.

Home Visit (ANB-APSB) (See Department Bulletin No. 186, issued April 9, 1942)

Due to present travel restrictions, home visits will be left to the discretion of the County Welfare Director and will not be required as a part of the annual reinvestigation of eligibility for Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents. It is required, however, that:

- (a) A home call be made within a three months' period prior to the completion of the reinvestigation; or
- (b) An interview be held elsewhere within the three months' period prior to completion of the reinvestigation; or
- (c) In the rare instances when it may be impossible to make a home call or even secure an interview with recipient elsewhere at the time reinvestigation is due, Form B1 206 or B1 206A, Recipient's Affirmation of Eligibility, be mailed to the recipient for completion. In such instances, the recipient's actual presence at his given address is to be verified by registered letter with return receipt or other independent agency means.

Living Arrangements (ANB - APSB)

Check in the appropriate space, the present living arrangement of the recipient.

Amount of Aid (ANB)

The amount of aid must be consistent with the verified data on present income and must be in accordance with the Aid to Needy Blind Law and the rules and regulations of the State Department of Social Welfare. The amount of aid granted, plus the verified amount of income, must total \$50. If total verified need is in excess of \$50 per month, and recipient has other income, the amount of the Aid to Needy Blind grant shall be the difference between total verified need and recipient's income, but in no case shall the grant of aid exceed \$50 per month.

Amount of Aid (APSB)

The amount of aid must be consistent with the verified data on present income and must be in accord with the Aid to Partially Self-Supporting Blind Residents Law and the rules and regulations of the State Department of Social Welfare. The amount of aid granted, plus the verified amount of non-exempt income, must total \$50 per month. The amount of aid, plus the verified amount of income exempt from deduction, may not exceed \$1000 per year.

Signature of County Worker (ANB - APSB)

The reverse of Form B1 206 or B1 206A must be signed by the county worker making the investigation and the date of the completion of the investigation must be shown.

III. Certificate of Reinvestigation of Eligibility for Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents

The individual counties may follow either Plan 1 or Plan 2.

Plan 1. Individual Certificate of Reinvestigation (Forms B1 207 and B1 207A)

The Individual Certificate of Reinvestigation of Eligibility for Aid to Needy Blind (Form B1 207) or Aid to Partially Self-Supporting Blind Residents (Form B1 207A) shall be completed in duplicate. The original shall be forwarded to the State Department of Social Welfare, on every case annually. The duplicate copy of Form B1 207 or B1 207A is to remain in the county welfare office. In general, this form will be completed during the month preceding, or the anniversary month, in which aid was granted. If aid has not been continuous and the discontinuance period was a comparatively short one, the date of reinvestigation will be in accordance with the above policy. When aid has been discontinued for six months or more, the county necessarily would have to make a complete investigation as to eligibility before recommending a restoration, and in this case date for reinvestigation will be not later than the expiration of one year from the restoration date.

In cases when man and wife are receiving Aid to the Blind and the date of granting of aid is different in each case, the anniversary date of approval of aid for the first of the couple will be the month in which reinvestigation will be due for that case. Reinvestigation of eligibility of the spouse may be made at the same time even though a period of one year has not elapsed since the granting of aid in that case.

When the reinvestigation results in a recommendation for a change in the grant of aid or reveals a change in income and/or actual need although not involving a change in the grant of aid, a Form Bl 232, Notice of Change, showing action by the county board of supervisors, must be submitted to the State Department of Social Welfare in the usual manner. (See Bulletin 179, issued March 6, 1942)

Plan 2. List Certificate of Reinvestigation (Forms Bl 208 and Bl 208A)

In lieu of submission of Form Bl 207 or Bl 207A, Individual Certificate of Reinvestigation, on the individual case, counties may elect to submit the certification that reinvestigation has been completed in list form. Such lists shall be prepared on Form Bl 208 or Bl 208A, List Certificate of Reinvestigation, in duplicate, and one copy shall be submitted to the State Department of Social Welfare, the duplicate copy to remain in the county welfare office. In general, this form will be completed during the month preceding, or the anniversary month, in which aid was granted. If aid has not been continuous and the discontinuance period was a comparatively short one, the date of reinvestigation will be in accordance with the above policy. When aid has been discontinued for six months or more, the county necessarily would have to make a complete investigation as to eligibility before recommending a restoration, and in this case the date for reinvestigation will be not later than the expiration of one year from the restoration date.

In cases when a man and wife are receiving Aid to the Blind and the date of granting of aid is different in each case, the anniversary date of approval of aid for the first of the couple will be the month in which reinvestigation will be due for that case. Reinvestigation of eligibility of the spouse may be made at the same time even though a period of one year has not elapsed since the granting of aid in that case.

When reinvestigation results in a recommendation for a change in the grant of aid or reveals a change in income and/or actual need although not involving a change in the grant of aid, a Form Bl 232, Notice of Change, showing action by the county board of supervisors, must be submitted to the State Department of Social Welfare in the usual manner. (See Bulletin 179, issued March 6, 1942)

Inasmuch as review of the case record by the case supervisor is an integral part of the reinvestigation procedure, the date reinvestigation completed is defined as the date on which the case supervisor or director reviews the Recipient's Affirmation and the County Worker's Report of Eligibility Reinvestigation.

COUNTY REPORT OF ELIGIBILITY REINVESTIGATION

1. BLINDNESS. DATE OF LATEST PHYSICIAN'S REPORT OF EYE EXAMINATION _____

2. REAL PROPERTY. VERIFIED INFORMATION AND SOURCE THEREOF.

3. PERSONAL PROPERTY. VERIFIED INFORMATION AND SOURCE THEREOF.

4. INCOME. VERIFIED INFORMATION AND SOURCE THEREOF.

SOURCE	AMOUNT	HOW VERIFIED
_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. NEED IN EXCESS OF \$50.00 PER MONTH

NATURE	HOW VERIFIED	AMOUNT	HOW VERIFIED
_____	_____	\$ _____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. PLAN FOR SELF-SUPPORT. VERIFIED INFORMATION AND SOURCE THEREOF.

IS ELIGIBILITY FOR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS INDICATED? _____

YES OR NO

IF SO, HAS FORM BL 200A, APPLICATION FOR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS, BEEN SIGNED? _____

7. RESPONSIBLE RELATIVES. HAS EACH BEEN INTERVIEWED OR REQUESTED TO SIGN FORM BL 225, STATEMENT OF RESPONSIBLE RELATIVE, _____ OF THOSE INTERVIEWED OR WHO FILED FORM BL 225, STATEMENT OF RESPONSIBLE RELATIVES, YES OR NO _____ WHICH RELATIVES APPEAR TO HAVE ABILITY TO ASSIST? _____

WHAT EFFORTS HAVE BEEN MADE TO SECURE ASSISTANCE FROM THOSE RESPONSIBLE RELATIVES WHO HAVE PECUNIARY ABILITY TO ASSIST, AND ARE NOT CONTRIBUTING TO THE EXTENT OF THEIR ABILITY? _____

8. DATE OF LAST HOME VISIT _____, DATE OF LAST PERSONAL INTERVIEW _____

9. PRESENT LIVING ARRANGEMENTS (CHECK ONE)

ALONE ☐ WITH RELATIVES ☐ BOARDING HOME ☐

PRIVATE INSTITUTION ☐

GIVE NAME _____

OTHER ☐

(SPECIFY) _____

10. AMOUNT OF AID TO NEEDY BLIND TO WHICH RECIPIENT IS ELIGIBLE \$ _____

SIGNATURE OF COUNTY WORKER _____

DATE _____

5/42 1150

FORM BL 206, REVISED MAY, 1942

RECIPIENT'S AFFIRMATION OF ELIGIBILITY FOR AID TO NEEDY BLIND

I, _____, RESIDING AT _____
PRINT OF TYPE NAME IN FULL STREET NUMBER OR R.F.D.
(IF IN INSTITUTION, GIVE NAME)

CITY OF _____, COUNTY OF _____

CALIFORNIA, HEREWITH AFFIRM THAT I AM IN NEED AND BELIEVE THAT I AM ELIGIBLE FOR AID TO NEEDY BLIND TO WIT:

1. I AM BLIND TO THE EXTENT: TOTALLY _____ PARTIALLY _____ DEGREE, IF KNOWN _____
2. I DO NOT OWN REAL AND/OR PERSONAL PROPERTY WITH A COUNTY ASSESSED VALUE, LESS ENCUMBRANCE OF RECORD, IN EXCESS OF THREE THOUSAND DOLLARS (\$3,000).
3. I HAVE CASH OR SECURITIES IN THE AMOUNT OF \$ _____.
4. SINCE MY LAST APPLICATION FOR AID TO NEEDY BLIND:
(A) I HAVE ACQUIRED REAL PROPERTY CONSISTING OF _____
(B) I HAVE DISPOSED OR REAL PROPERTY CONSISTING OF _____
(C) I HAVE ACQUIRED PERSONAL PROPERTY CONSISTING OF _____
(D) I HAVE DISPOSED OF PERSONAL PROPERTY CONSISTING OF _____
5. I HAVE INCOME, NOT INCLUDING AID TO NEEDY BLIND, AS FOLLOWS:

SOURCE OF INCOME	AMOUNT OF CASH	OTHER THAN CASH SPECIFY SUCH AS FREE RENT, FOOD, ETC.
LABOR AND SERVICES	\$ _____	_____
REAL PROPERTY	_____	_____
PERSONAL PROPERTY	_____	_____
INSURANCE	_____	_____
PENSIONS (MILITARY, CIVIL, OR INDUSTRIAL)	_____	_____
RESPONSIBLE RELATIVES (SPOUSE, PARENTS, ADULT CHILDREN)	_____	_____
OTHER: (SPECIFY) _____	_____	_____

6. I LIVE IN A HOME WHICH I OWN IN WHOLE OR IN PART _____
YES OR NO
7. I HAVE RECEIVED DURING THE PAST YEAR, OTHER THAN AID TO NEEDY BLIND, INCOME FROM THE FOLLOWING SOURCES:

8. I HAVE A PLAN FOR ACHIEVING SELF-SUPPORT _____ TYPE OF PLAN _____
YES OR NO
9. RELATIVES: I HAVE THE FOLLOWING RESPONSIBLE RELATIVES (SPOUSE, ADULT CHILDREN, PARENTS) AND RECEIVE SUPPORT FROM THEM IN THE AMOUNT OF \$ _____.

	NAME	ADDRESS
SPOUSE	_____	_____
ADULT CHILDREN	_____	_____
	_____	_____
	_____	_____
FATHER	_____	_____
MOTHER	_____	_____

10. I DO NOT SOLICIT ALMS.
11. I HAVE BEEN AN INMATE OF A HOSPITAL OR INSTITUTION SINCE MY LAST APPLICATION FOR AID TO NEEDY BLIND _____
IF SO, GIVE NAME OF HOSPITAL OR INSTITUTION _____
YES OR NO

I SOLEMNLY SWEAR OR AFFIRM THAT THE STATEMENTS ABOVE SET FORTH WHICH HAVE BEEN READ TO ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I WILL NOTIFY THE COUNTY AUTHORITIES PROMPTLY OF ANY CHANGE IN MY INCOME, PROPERTY HOLDINGS, FINANCIAL CONDITION, MARITAL STATUS, OR ADDRESS.

NOTE: WHEN RECIPIENT CANNOT SIGN HIS NAME, THE SIGNATURE OF TWO WITNESSES TO HIS MARK MUST APPEAR

SIGNATURE OR MARK OF RECIPIENT

WITNESS TO MARK

WITNESS TO MARK

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 19 _____

NAME _____ TITLE _____

SIGNATURE OF PERSON AUTHORIZED TO ACKNOWLEDGE AN AFFIDAVIT.

SECTION 4295, POLITICAL CODE, AS AMENDED BY 1939 LEGISLATURE PROVIDES, IN PART:

(5) "WHENEVER THE OATH OF AN AFFIANT OR THE AFFIDAVIT OF A PERSON IS NECESSARY IN ORDER THAT A PERSON MAY OBTAIN CHARITY OR RELIEF FROM ANY AGENCY OR DEPARTMENT OF THE UNITED STATES GOVERNMENT, THE STATE OF CALIFORNIA, OR ANY POLITICAL SUBDIVISION THEREOF, NO FEE SHALL BE CHARGED FOR THE TAKING OF SUCH OATH."

FORM BL 207, REVISED MAY, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Submit ONE COPY to
State Department of Social Welfare
616 K Street, Sacramento, California
One Copy to Remain in County Welfare Office

INDIVIDUAL CERTIFICATE OF REINVESTIGATION OF
ELIGIBILITY FOR AID TO NEEDY BLIND

County _____

Name _____

State No. _____ County No. _____

To: Department of Social Welfare
616 K Street
Sacramento, California

I hereby certify that the eligibility of the above named has been verified by investigation. Form Bl 206, Recipient's Affirmation of Eligibility for Aid to Needy Blind, and supporting evidence is on file in the county office, and is open to inspection by duly authorized State and Federal representatives.

To the best of my knowledge and belief the above named is eligible to Aid to Needy Blind under the existing law.

Signature of County Worker

Date

Signature of Case Supervisor
or Director

Date

1. BLINDNESS. DATE OF LATEST PHYSICIAN'S REPORT OF EYE EXAMINATION _____
2. REAL PROPERTY. VERIFIED INFORMATION AND SOURCE THEREOF. _____

3. PERSONAL PROPERTY. VERIFIED INFORMATION AND SOURCE THEREOF. _____

4. INCOME. VERIFIED INFORMATION AND SOURCE THEREOF. _____

SOURCE	AMOUNT	HOW VERIFIED
EXAMPT:	\$	
NON-EXEMPT:		

5. PLAN FOR SELF-SUPPORT. VERIFIED INFORMATION AND SOURCE THEREOF. _____

6. RESPONSIBLE RELATIVES. HAS EACH BEEN INTERVIEWED OR REQUESTED TO SIGN FORM BL 225, STATEMENT OF RESPONSIBLE RELATIVE, _____ OF THOSE INTERVIEWED OR WHO FILED FORM BL 225, STATEMENT OF RESPONSIBLE RELATIVE, YES OR NO WHICH RELATIVES APPEAR TO HAVE ABILITY TO ASSIST? _____

WHAT EFFORTS HAVE BEEN MADE TO SECURE ASSISTANCE FROM THOSE RESPONSIBLE RELATIVES WHO HAVE PECUNIARY ABILITY TO ASSIST, AND ARE NOT CONTRIBUTING TO THE EXTENT OF THEIR ABILITY? _____

7. DATE OF LAST HOME VISIT _____ DATE OF LAST PERSONAL INTERVIEW _____

8. PRESENT LIVING ARRANGEMENT: (CHECK ONE)

ALONE ☐ WITH RELATIVES ☐ BOARDING HOME ☐
PRIVATE INSTITUTION ☐ OTHER ☐ (GIVE NAME) _____ (SPECIFY) _____

9. AMOUNT OF AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS TO WHICH RECIPIENT IS ELIGIBLE \$ _____

SIGNATURE OF COUNTY WORKER _____ DATE _____

5/42 1150

FORM BL 206A, MAY, 1942

RECIPIENT'S AFFIRMATION OF ELIGIBILITY
FOR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

I, _____, RESIDING AT _____
PRINT OR TYPE NAME IN FULL STREET NUMBER OR R.F.D.
(If in institution, give name)

CITY OF _____, COUNTY OF _____

CALIFORNIA, HEREWITH AFFIRM THAT I AM UNABLE TO FULLY SUPPORT MYSELF AND BELIEVE THAT I AM ELIGIBLE FOR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS TO WIT:

1. I AM BLIND TO THE EXTENT: TOTALLY _____ PARTIALLY _____ DEGREE, IF KNOWN _____
2. I DO NOT OWN REAL AND/OR PERSONAL PROPERTY WITH A COUNTY ASSESSED VALUE, LESS ENCUMBRANCE OF RECORD, IN EXCESS OF THREE THOUSAND DOLLARS (\$3,000).
3. SINCE MY LAST APPLICATION FOR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS:
(A) I HAVE ACQUIRED REAL PROPERTY CONSISTING OF _____
(B) I HAVE DISPOSED OF REAL PROPERTY CONSISTING OF _____
(C) I HAVE ACQUIRED PERSONAL PROPERTY CONSISTING OF _____
(D) I HAVE DISPOSED OF PERSONAL PROPERTY CONSISTING OF _____

4. I HAVE INCOME, NOT INCLUDING AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS, AS FOLLOWS:

SOURCE OF INCOME	AMOUNT OF CASH	OTHER THAN CASH SPECIFY SUCH AS FREE RENT, FOOD, ETC.
LABOR AND SERVICES	\$
REAL PROPERTY
PERSONAL PROPERTY
INSURANCE
PENSIONS (MILITARY, CIVIL, OR INDUSTRIAL)
RESPONSIBLE RELATIVES (SPOUSE, PARENTS, ADULT CHILDREN)
OTHER: (SPECIFY)

5. I LIVE IN A HOME WHICH I OWN IN WHOLE OR IN PART _____
YES OR NO
6. I HAVE RECEIVED DURING THE PAST YEAR, OTHER THAN AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS, INCOME FROM THE FOLLOWING SOURCES: _____
7. I HAVE A PLAN FOR ACHIEVING SELF-SUPPORT _____ TYPE OF PLAN _____
YES OR NO
8. I AM WILLING TO USE INCOME AND RESOURCES WHICH I AM PERMITTED TO RETAIN FOR THE PURPOSE OF ACHIEVING SELF-SUPPORT.
9. RELATIVES: I HAVE THE FOLLOWING RESPONSIBLE RELATIVES (SPOUSE, ADULT CHILDREN, PARENTS) AND RECEIVE SUPPORT FROM THEM IN THE AMOUNT OF \$ _____

	NAME	ADDRESS
SPOUSE
ADULT CHILDREN
FATHER
MOTHER

10. I DO NOT SOLICIT ALMS.
11. I HAVE BEEN AN INMATE OF A HOSPITAL OR INSTITUTION SINCE MY LAST APPLICATION FOR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS. If so, give name of hospital or institution _____
YES OR NO.

I SOLEMNLY SWEAR OR AFFIRM THAT THE STATEMENTS ABOVE SET FORTH WHICH HAVE BEEN READ TO ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I WILL NOTIFY THE COUNTY AUTHORITIES PROMPTLY OF ANY CHANGE IN MY INCOME, PROPERTY HOLDINGS, FINANCIAL CONDITION, MARITAL STATUS, OR ADDRESS.

NOTE: WHEN RECIPIENT CANNOT SIGN HIS NAME, THE SIGNATURE OF TWO WITNESSES TO HIS MARK MUST APPEAR

SIGNATURE OR MARK OF RECIPIENT

WITNESS TO MARK

WITNESS TO MARK

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 19 _____

NAME _____ TITLE _____

SIGNATURE OF PERSON AUTHORIZED TO ACKNOWLEDGE AN AFFIDAVIT.

SECTION 4295, POLITICAL CODE, AS AMENDED BY 1939 LEGISLATURE PROVIDES, IN PART:

(5) "WHENEVER THE OATH OF AN AFFIANT OR THE AFFIDAVIT OF A PERSON IS NECESSARY IN ORDER THAT A PERSON MAY OBTAIN CHARITY OR RELIEF FROM ANY AGENCY OR DEPARTMENT OF THE UNITED STATES GOVERNMENT, THE STATE OF CALIFORNIA, OR ANY POLITICAL SUBDIVISION THEREOF, NO FEE SHALL BE CHARGED FOR THE TAKING OF SUCH OATH."

FORM BL 207A, MAY, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Submit ONE COPY to
State Department of Social Welfare
616 K Street, Sacramento, California
One Copy to Remain in County Welfare Office

INDIVIDUAL CERTIFICATE OF REINVESTIGATION OF
ELIGIBILITY FOR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

County _____

Name _____

State No. _____ County No. _____

To: Department of Social Welfare
616 K Street
Sacramento, California

I hereby certify that the eligibility of the above named has been verified by investigation. Form Bl 206A, Recipient's Affirmation of Eligibility for Aid to Partially Self-supporting Blind Residents, and supporting evidence is on file in the county office, and is open to inspection by duly authorized State and Federal representatives.

To the best of my knowledge and belief the above named is eligible to Aid to Partially Self-Supporting Blind Residents under the existing law.

Signature of County Worker

Date

Signature of Case Supervisor
or Director

Date

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
June 2, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
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J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations,
currently effective, made by the State Depart-
ment of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
277:112

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 3 - 1942

PAUL PEEK, Secretary of State

By *Chris G. Smith*
Deputy

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 1, 1942

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MANUAL LETTER NO. 21

IN REPLY PLEASE REFER

TO: 1298

You receive herewith Welfare Personnel Standards Chapter, Revisions 13 and 14; Residence Chapter, Revisions 18, 19, and 20; Personal Property Chapter, Revisions 3 and 4; Relatives Chapter, Revisions 8 and 9; and Glossary, Revisions 5, 6, 7, and 8. These revisions are to be entered in the Manual of Policies and Procedures in accordance with the printed Introduction, and the revision numbers are to be canceled on the separators for the indicated chapters.

Your attention is directed particularly to the following changes:

Sec. 070-00 Additional specific exceptions have been made in the definition of "Classified Service."

Sec. 071-15 Provision is now made for payment in certain cases of a salary in excess of a range maximum. This provision is effective as of July 1, 1942.

Sec. 123-05, Sec. 124-00, and Sec. 124-05 have been revised to provide for population movement during hostilities. (Department Bulletins 175 and 175-Revised)

Sec. 123-50 An explanation of the effect of temporary absence from California of a minor whose State residence is contingent solely upon his presence in California is now contained in this section. (AGO - NS 3518)

Sec. 143-25 Provision is made for modification, under certain conditions during hostilities, of the required investigation of personal property.

These rulings become effective immediately except where specifically designated above.

Statements contained in the Manual take precedence over the same material previously released in bulletins

25. **PROBATIONARY STATUS**—the status of an employee who has been certified and appointed from an eligible list or a promotional eligible list but who has not completed the probationary period.

26. **PROBATIONER**—an employee who has probationary status.

27. **PROMOTION**—a change in status of an employee, from a position in one class to a position in another class having higher duties and responsibilities, and higher qualifications as described in Sec. 075-00, Method of Making Promotions.

28. **PROMOTIONAL ELIGIBLE LIST**—a list of persons eligible for certification for a specific class resulting from a promotional examination.

29. **PROVISIONAL APPOINTMENT**—an appointment made in the absence of any appropriate eligible list as provided for in these rules.

30. **PROVISIONAL EMPLOYEE**—an employee holding a position under provisional appointment.

31. **REEMPLOYMENT LIST**—a list of persons of a particular class, but regardless of the county agency, who have probationary or permanent status and who have been legally laid-off.

32. **RESIGNATION**—the termination of employment of an employee made at the request of the employee.

33. **SDSW**—the State Department of Social Welfare as provided by Statutes 1937, Chapter 397, exclusive of the Social Welfare Board.

34. **SALARY or WAGE**—the amount of money or credit received as compensation for service rendered exclusive of mileage, traveling allowances, and other sums received for actual and necessary expenses incurred in the performance of duties in a position of the classified service.

35. **SALARY ADVANCEMENT**—an increase in salary within the salary range prescribed for the class by the agencies' compensation plan.

36. **STATE AGENCY or SSWB**—the Social Welfare Board duly constituted as provided by Statutes 1937, Chapter 397.

37. **SUSPENSION**—an enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

38. **TRANSFER**—a change from one position to another in the same class or in another class having the same or comparable duties, responsibilities, and entrance qualifications as described in Sec. 075-50, Inter-Agency Transfer of Employee and Sec. 075-55, Inter-Class Transfer of Employee.

39. **VETERAN**—any person who has served in the U. S. Army, Navy, Marine Corps, Revenue Marine Service, or as an active nurse in the service of the American Red Cross, or in the Army and Navy Nurse Corps in time of war, or in any expedition of the armed forces of the U. S., and received an honorable discharge or certificate of honorable active service, proof of which shall be submitted prior to the date of the examination and under the conditions prescribed by the SSWB. The term "veteran" shall include also any person who has been inducted into the armed forces of the U. S. under the provisions of the Selective Training and Service Act of 1940 and who has received an honorable discharge therefrom.

40. **WAIVER**—the voluntary relinquishment by an eligible of any right to consideration for appointment and assignment to a specific position.

070-20 Sec. 070-20 Organization for Merit System

WPS

The SSWB shall have jurisdiction over this merit system plan and responsibility:

1. To adopt necessary rules for administration of a comprehensive State-wide merit system;
2. To establish general policy and to maintain general supervision over administration of a State-wide merit system, including consultation on preparation and weighting of examinations;
3. To adopt classification plan and compensation plan after consulting with the county agencies;
4. To conclude a contract with examining agency for conducting merit system examinations and for maintaining eligible lists, and for performing other technical personnel services as required as well as to consult with examining agency and establishing general policies for administration of the merit system examinations;
5. To provide for the hearing of all personnel appeals arising from examination procedures which will be heard by the SSWB in the manner prescribed in Sec. 076-50;
6. To promote public understanding of the merit system;
7. To issue reports;
8. To review and consider recommendations for amendments to these rules;
9. To make recommendations to the county agencies relative to their internal personnel practices to assure conformity with these rules;
10. To review personnel operations and to take any action provided by law necessary to enforce the provisions of these rules.

070-25 Sec. 070-25 Merit System Advisory Committee

WPS

In order that the SSWB may benefit from consultations and secure the fullest possible information on problems arising from installation of the merit system in counties on a State-wide basis, SSWB may appoint a Merit System Advisory Committee which shall include representatives of the County Supervisors' Association of California and representatives of the Association of California's Executives of Public Welfare.

070-30 Sec. 070-30 Outside Agency Administering Examinations and Maintaining Eligible Lists

WPS

In conformity with these rules, the SSWB shall contract with examining agency for administration of the merit system as it relates to preparation, administration, and scoring of examinations; preparation, custody, and maintenance of eligible lists; determination of availability of eligibles for appointment; certification for appointments; determination of adequacy of existing eligible lists; and such other duties as may be prescribed herein or by the SSWB. All services rendered by examining agency shall be on a cost basis.

The agency preparing examinations and maintaining eligible lists shall maintain an office separate and distinct from the offices occupied by SDSW or any county agency.

Sec. 070-00 Definitions

070-00

WPS

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

1. **APPOINTING AUTHORITY**—the officer, board, commission, person, or group of persons authorized by statute or lawfully delegated authority to make appointments.

2. **APPOINTMENT**—the offer to and acceptance by a person of a position in the classified service through selection from an eligible list in accordance with Sec. 074-00, Original Appointments.

3. **CLASS**—a group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum requirements of education, experience, or skill, and such other qualifications that the same title, the same test of fitness and the same schedule of compensation may be applied to each position in the group.

4. **CLASSIFIED SERVICE**—all positions in the SDSW and county agencies except:

a. Members of the State Social Welfare Board.

b. The Director of the State Department of Social Welfare.

c. Members of any advisory board.

d. Personnel employed in county agencies performing duties entirely unrelated to administration of duties outlined in definition 5, unless the county board of supervisors specifically requests that such personnel be included in the Merit System in the classified service.

e. Members of county boards of supervisors.

f. Members of county welfare boards.

g. Physicians designated as approved ophthalmologists for aid in the blind examinations and paid on a fee basis for professional services.

h. State and local officials serving ex officio and performing incidental administrative duties in the public assistance and child welfare services program.

i. Janitors and gardeners employed by county agencies on a full-time or part-time basis.

j. Mechanics employed by county agencies in servicing and repairing automotive equipment.

k. Employees engaged in intermittent or occasional work on the programs mentioned in definition 5, provided that the portion of the salary allocated to such program or programs does not exceed ten per cent (10%) of the full monthly salary for his respective position.

5. **COUNTY AGENCY**—the department or departments within the counties which administer Federal-State grants-in-aid as follows:

a. Aid to Needy Children. (Chapter 1, Part 2, Division 2, W. & I. C.)

b. Old Age Security. (Chapter 1, Division 3, W. & I. C.)

c. Aid to the Needy Blind. (Chapter 1, Part 1, Division 5, W. & I. C.)

d. Child Welfare Services. (Chapter 1, Section 120, Division 1, W. & I. C.)

6. **DEMOTION**—a change in status of an employee, from a position in one class to a position in another class having lesser duties and responsibilities, and lower qualifications as described in Sec. 075-60, Demotion.

7. **DIRECTOR**—the Director of the SDSW.

8. **DISMISSAL**—the termination of employment of an employee for cause.

9. **ELIGIBLE**—an applicant for a merit examination who receives a final passing rating and whose name appears on an eligible list.

10. **ELIGIBLE LIST**—an officially promulgated list of eligibles for a class of position in the order of their final rating in a merit examination as described in Sec. 073-00, Establishment of Eligible Lists.

11. **EMERGENCY APPOINTMENT**—an appointment made during an actual emergency to prevent the stoppage of public business.

12. **EMPLOYEE**—any person in the employ of the SDSW not now covered by the State Civil Service Act or by related statutes, or in the employ of a county agency who is engaged on a full- or part-time basis in the administration and operation of State public assistance and Child Welfare Services programs; except that the provisions of this section shall not apply to:

a. Persons specifically exempted under definition 4 of this section;

b. Personnel of welfare departments in the five civil service counties, and in such additional counties as may hereafter adopt a merit system in accordance with the State enabling statutes; it shall be understood, however, that in view of the responsibility of the SSWB for development and maintaining standards to insure proper and efficient administration of the State public assistance and Child Welfare Services programs, it shall be the duty of the SSWB to approve, and from time to time review for maintenance of standards, the aforementioned merit systems covering the personnel of county agencies of those counties in the State now operating under a merit system and such additional counties as may elect to establish merit systems by ordinance at some future date.

13. **EMPLOYMENT LIST**—eligible list, promotional eligible list and reemployment list.

14. **EXAMINING AGENCY**—the State Personnel Board (or any duly authorized employee of the State Personnel Board) or other public personnel agency, selected by the SSWB, to conduct the merit system examinations.

15. **EXEMPT POSITION**—a position herein designated as a position exempted from the application of this rule.

16. **LAY-OFF**—termination of employment of an employee without prejudice, because of lack of funds or work, because of natural changes of duties or organization, or in order to permit reinstatement of employee upon his release from period of military service in the armed forces of the U. S.

17. **LIMITED TERM APPOINTMENT**—an appointment from an eligible list to a position which is established for a limited period not to exceed one day less than the probationary period.

18. **LIMITED TERM EMPLOYEE**—an employee who holds a position under limited term appointment.

19. **MINIMUM QUALIFICATIONS**—the qualifications of education and experience, and other qualifications to be measured by written examination or by written examinations and qualification appraisal interviews, as prescribed for a given class in the agencies' classification plan.

20. **PERMANENT EMPLOYEE**—an employee who has permanent status.

21. **PERMANENT STATUS**—the status of an employee who is lawfully retained in his position after the completion of the probationary period provided in these rules.

22. **PERSONNEL OFFICER**—the Departmental Personnel Officer of the SDSW. Duties of this officer are described in Sec. 070-35, Personnel Officer.

23. **POSITION**—any office or employment in the classified service (whether part-time or full-time, temporary or permanent, occupied or vacant), calling for the performance of certain duties by an "employee" as defined by definition 12.

24. **PROBATIONARY PERIOD**—the first twelve months of employment following the date of original appointment to a permanent position as described in Sec. 074-50, Nature, Purpose, and Duration of Probationary Period.

071-00 Sec. 071-00 Establishment of Compensation Plan

WPS

The SSWB shall adopt a comprehensive compensation plan for all classes of positions. The plan shall include salary schedules for the various classes with salary of each class consistent with responsibility and difficulty of work as outlined in job specifications and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities in like counties. With the restriction of Sec. 071-20, Salary Advancements, such compensation plan shall include, for each class of position, a minimum and a maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service. In arriving at such salary ranges there shall be taken into consideration the advice and suggestions of appointing authorities and county officials, county ordinances or other laws, and prevailing rates of pay in other public employment and in private business, and the current cost of living.

071-10 Sec. 071-10 Adoption of Compensation Plan

WPS

The proposed compensation plan, or any changes therein, shall be submitted to the SSWB for its consideration, approval and formal adoption. Salary ranges for classes of positions shall be amended or abolished in same manner as they are adopted.

071-15 Sec. 071-15 Administration of Compensation Plan

WPS

When the compensation plan has become effective through its adoption, it shall constitute the official schedule of salaries for all classes of positions in the county agencies. All salaries shall conform to the approved compensation plan and shall be at one of the salary levels for the class. Entrance salary for any employee shall be at minimum salary for the class to which he is appointed, except that, when circumstances warrant, in cases of original appointment, transfers, promotions, or reinstatements, upon recommendation of appointing authority, the SDSW may approve payment of a salary higher than minimum rate for the class, provided that it is at one of the intermediate rates or at maximum rate, but not in excess of maximum rate for the class. In cases of original appointment, appointment may be made at the rate nearest employee's salary prior to his appointment but within the range for the class to which he is appointed.

An employee who is promoted shall have his salary raised to at least the initial rate of pay for his new class. In event his present salary falls within the range for his new class, no change in his existing rate shall be made at time of promotion.

An employee who is demoted shall have his salary reduced to at least the maximum rate for his new class.

An employee who is transferred to a position in a class with same entrance salary shall be paid at his present rate, or at next higher rate in case there is not exact conformity between the two intervening rates in salary ranges of the classes.

If a former employee is reinstated in same position previously held or to one carrying a similar salary range, his salary shall not be higher than his salary at time of his separation, unless there has been an increase within the salary range.

An employee who, on the effective date of the compensation plan, is occupying a position for which the salary is in excess of the maximum of the salary range chosen by the county appointing authority; i.e., either the master pay range or the supplemental pay range, may be permitted to retain the salary in excess of the maximum during the period of his employment. However, when this position is vacated, it shall be filled at a salary in accordance with the provisions of this section.

071-20 Sec. 071-20 Salary Advancements

WPS

Salary advancements within an established range shall not be automatic but shall be dependent upon the specific recommendation of the appointing authority and shall be based upon standards of performance as indicated by seniority and service ratings or other pertinent data.

No advancements in salary shall be made until employee has completed probationary period and has attained permanent status except as provided in Sec. 074-70, Promotion During Probation.

No salary advancements shall be made for any one employee at intervals of less than six months. Regular annual or semi-annual periods following the filing of service ratings of employees shall be established for review of all employee records for the purpose of salary advancements; and salary advancements which are recommended may be made at those periods.

071-50 Sec. 071-50 Character of Examinations

WPS

Examinations may be written, or written and oral, or in the form of a practical demonstration of skill and ability or any combination of these. Any investigation of education, experience, character, or identity, and any test of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the examining agency, serve to this end, may be employed.

Examinations shall be practical in nature, and shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing as well as his general background and related knowledge. Examinations shall be rated objectively. In the construction of examinations for positions involving important technical functions, the examining agency shall consult with the SDSW and specialists in the various subject matter fields, such specialists selected with the advice of the SDSW.

071-55 Sec. 071-55 Types of Examinations

WPS

Examinations shall be of two types: (a) qualifying and (b) competitive, consisting of open competitive and promotional.

Qualifying examinations shall be open to the personnel of county agencies who have been continuously employed since a date prior to January 1, 1940. Each such person shall take the examination for the class to which his position is allocated by the SSWB and must attain the required standard of proficiency in order to retain his present position. Such employees will not be obliged to meet the entrance requirements established for their positions as described in Sec. 074-10, Employees Appointed Prior to Date of Adoption of These Rules.

Open competitive examinations shall be open to all persons who meet the entrance requirements established for the examinations.

Sec. 070-35 Personnel Officer

070-35

WPS

Personnel Officer shall be a staff employee of SDSW, and shall be responsible to the Director, and through the Director to the SSWB. It shall be his responsibility:

1. To develop and put into effect procedures for carrying out personnel policies;
2. To participate in the preparation of and to administer the classification plans and compensation plans;
3. To maintain personnel records of all persons employed and records of all personnel actions;
4. To request certifications of eligibles from examining agency;
5. To report to the Director on selection of eligibles, promotions, salary advancements, demotions, transfers, dismissals, resignations, and all types of appointments;
6. To affirm retention or dismissal of probationary employees at close of probationary period in accordance with specific recommendations received from appointing authority concerned;
7. To record all dismissals of probationers resulting from failure or unwillingness of appointing authority to specifically recommend attainment of permanent status for employees concerned;
8. To provide and administer a system of service ratings;
9. To make a report at least semi-annually on personnel activities of the agencies;
10. To notify examining agency, as promptly as practicable, regarding vacancies which may occur in the agencies;
11. To perform such other duties as are prescribed by these rules.

Sec. 070-50 Preparation of Classification Plan

070-50

WPS

The SSWB shall establish a comprehensive classification plan for all positions in the classified service.

The plan shall be based on investigation and analysis of duties and responsibilities of each position and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, classification plan shall include for each class of position an appropriate title, a description of duties and responsibilities, and minimum requirements of training, experience, and other qualifications.

Sec. 070-55 Adoption of Classification Plan

070-55

WPS

The proposed classification plan, and any changes therein or additions thereto, shall be submitted by the Director after review to SSWB for action. The classification plan shall, when adopted by SSWB, constitute Part II of this regulation.

Thereafter, class titles so established shall be used in all personnel and financial records, in all communications, and in all examination procedures.

Sec. 070-60 Allocation of Positions

070-60

WPS

Each position in county agencies shall be allocated to one of the classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided.

All positions substantially similar as to duties performed and responsibilities exercised by incumbents of such positions and as to the qualification requirements as shown in class specifications shall be allocated to same class.

Thereafter, as additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made to new or existing classes as is necessitated thereby.

Sec. 070-65 Revision of Classification Plan

070-65

WPS

Existing classes of positions may be abolished or changed or new classes added, in the same manner as the classification plans were originally adopted.

Sec. 070-70 Incumbents of Reallocated Positions

070-70

WPS

When a position is reallocated by county appointing authority to a different class, incumbent shall not be deemed eligible to continue in the position unless he would have been eligible for original appointment, promotion, transfer, or demotion to a position of the new class while serving in the position as previously allocated. If ineligible to continue in such position, he may be transferred, promoted, or demoted by appropriate action in accordance with such provision of these rules as SSWB may deem to be applicable. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules regarding separations shall apply.

Sec. 070-75 Class Specifications

070-75

WPS

For each class specification established by the SSWB, the SDSW shall maintain official class specifications as approved by the SSWB.

1. Official class title.
2. Definition of the class, indicating, in terms of duties, responsibilities, and/or place in the organization, positions to be included in and excluded from the class.
3. Statement of typical tasks to be performed by those holding positions allocated to the class.
4. Statement of minimum qualifications for determining fitness and qualifications of employees for each class of position and for temporary appointments and for applicants for examinations, which may include education, experience, knowledge, skills, ability, and personal and physical traits and characteristics.
5. Additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
6. The adopted schedule of pay for the class.

123-25 **Sec. 123-25 Return from Out of State to County Other Than That of Residence After Aid Discontinued** 3432; 3475
 OAS; ANB; APSB; ANC W. & I.C. SECS. 1512; 1525; 1527; 2160c(2); 2160d; 2200; 3040; 3041; 3042; 3090; 3431; 3430;

Former recipients who have been physically absent from State but have retained legal residence in California and whose aid has been discontinued sometimes return to a county other than that of residence. An application shall be taken by the second county. Retention of California residence during absence and continuance of need after return shall be verified. Certified copies of evidence on other points of eligibility may be obtained from the county previously granting aid.

Aid granted in the amount to which the applicant is eligible will be reimbursed in full by the State until the first day of the month following completion of one year's continuous county residence in a single county (six months in the case of ANB or APSB applicants who became blind while California residents).

Example: ANB recipient living in County A is offered transportation and support by sister during return to family home in Michigan for family reunion in September, 1940. Leaves California on August 17, aid discontinued as of August 31, 1940, because no longer in need. On October 14, 1940, returns to California but during absence has decided that upon return he will live in County B to be near relatives. Enters County B on November 3, 1940, having stopped in County A to close affairs and get personal belongings. County B accepts application and grants ANB as of December 1, 1940. State would reimburse in full until May 31, 1941, when six months' residence in County B will have been completed. Note that residence was not established in County B until November 3, 1940, when physical presence coincided with intent. Recipient in this example was one who became blind while a State resident.

123-50 **Sec. 123-50 Loss of State Residence While in Receipt of Aid** POL. C. SEC. 52; W. & I.C. SECS. 1560; 2141; 3075; 3460 ; 103; 103.5
 OAS; ANB; APSB; ANC

One who removes to another State or country with the intention of establishing residence there loses California residence immediately. Even though he may intend to return to California at some future date, if his intention is to remain and make his present residence elsewhere for an indefinite period, California residence is lost at the moment that, by act and intent, he begins residence elsewhere.

Aid shall be discontinued as of the last day of month of departure, or of month in which residence is lost by coincidence of act and intent.

A minor whose State residence is contingent solely upon his own physical presence in California loses such residence upon departure from the State regardless of intent and aid shall be discontinued as of last day of that month. However, if minor returns during following month and aid is restored as of that month so that monthly payments do not cease, his absence may be deemed of no consequence and residence may be considered to have continued without interruption.

Example a: Regular recipient of ANB decides that he would be happier living with daughter in Arizona. He informs county of his intention in May, 1940, but does not get his affairs in order until July. On July 11, 1940, recipient leaves California, arriving in Arizona July 12, 1940. Aid is discontinued as of July 31, 1940.

Example b: Regular recipient of ANB decides to visit son in Michigan. He leaves State on July 11, 1940. County forwards August warrant. During August recipient decides to make his home with son and so informs county. Aid is discontinued as of August 31, 1940.

Sec. 122-75 Inter-County Transfer of Aid Because of Woman Recipient's Marriage POL. CODE SEC. 52; W. & I. C. SECS. 1527; 1526; 122-75
OAS; ANB; APSB; ANC 2161; 2200; 3042.10; 3090; 3433; 3450

A woman recipient of aid, or in ANC the mother or guardian, who marries a resident of another county ordinarily assumes her husband's residence status as of date of marriage. Arrangements should be made by counties concerned for an intercounty transfer of aid as soon as one year of residence in the county of husband's residence has been acquired by woman. For fuller discussion of Married Woman's Residence, see Secs. 120-30, 120-32, 120-33, and 122-10.

Sec. 123-00 Absence of Recipient from State Without Loss of Residence POL. CODE SEC. 52; W. & I. C. 123-00
OAS; ANB; APSB; ANC SECS. 1527; 2200; 3090; 3450

A recipient of aid may leave the State for certain specific or temporary purposes without losing California residence because of his absence. Such absences are discussed fully under Sec. 121-40, etc., Absence from State Prior to Application.

Sec. 123-05 Continuance of Aid While Recipient Absent from State W. & I. C. SECS. 103; 103.5; 123-05
OAS; ANB; APSB; ANC 103.6; 1560; 2141; 3075; 3460

If a recipient of OAS, ANB, APSB, or a child receiving ANC has left the State for a temporary period without loss of California residence, aid may be continued until the last day of the second month following departure, and longer in unusual circumstances. Absence from the State due to fear or apprehension during the period of hostilities may be interpreted as absence because of unusual circumstances and in such cases aid may be continued until the last day of the twelfth month following departure. (For exception, see Sec. 123-50, Loss of State Residence While in Receipt of Aid.)

A recipient of OAS, ANB or APSB who goes to another State and whose aid continues beyond the second month shall be required to report at the end of the two months' period his intent with regard to residence, and, thereafter, shall be required to inform county of any change in intent with regard to residence. When a child receiving ANC accompanies his parent to another State, the parent shall comply with the foregoing requirements.

Sec. 123-20 Return from Out of State to County of Residence After Aid Discontinued W. & I. C. 123-20
OAS; ANB; APSB; ANC SECS. 1525; 1527; 2160c(2); 2160d; 2200; 3040; 3041; 3042.10; 3090; 3430; 3433; 3450

A former recipient of aid or ANC child whose aid has been discontinued because of prolonged physical absence from State, but who has retained California residence by intent or, if child, by parent's intent or act and intent, would not have interrupted his California residence by such absence and aid may begin immediately upon physical return to State. The fact that residence was retained and that need continues shall be verified.

This section is not pertinent to ANC children born in California or to ANB or APSB recipients who became blind while California residents, as they are eligible to restoration of aid immediately upon physical return to State regardless of loss or retention of State residence and dependent only on continuance of other eligibility status.

Neither does this section apply to ANC children born out of California nor to minor recipients of ANB or APSB who became blind while not residents of this State, if such minors' State residence is contingent upon their own physical presence in California.

Example: Regular recipient of OAS leaves State on June 12, 1940, to visit sister in Iowa. Warrants for July and August are forwarded by county. Recipient and sister go to visit brother on farm on August 16, 1940. There being no unusual circumstances, aid is discontinued as of August 31, 1940. Recipient remains in Iowa visiting brother through September and October. Returns home in November, 1940. Need and retention of residence having been verified, restoration on Notice of Change receives action at first board of supervisors' meeting in December, 1940.

124-07 Sec. 124-07 Absence of Minor from County of Residence **POL. C. SEC. 52; W. & I. C. SEC. 1526; 1550**
ANB; APSB; ANC

When a minor child for whom aid is requested is actually living in a different county than the one in which his residence is established by his parent, guardian, a court, or otherwise, application shall be made in the county of his established residence. Financial participation in payment of aid in such a case is based on the length of minor's residence in county of application regardless of his physical presence in a different county. (See Sec. 122-10, ANC Determination of County of Residence.)

So long as residence acquired in the county granting aid is not terminated by the person through whom child's residence is determined, or custody is not vacated or transferred by court order, there would be no change in residence status of the child.

Foundling on whose behalf ANC is granted retains residence in the county in which he was found, so long as his residence is determined under subdivision (d), Sec. 122-10.

In ANC, children whose county residence is determined by physical presence, under subdivision (e), Sec. 122-10, would change their residence by moving to another county.

124-10 Sec. 124-10 Absence from County for Temporary or Specific Purpose **POL. C. SEC. 52; W. & I. C. 1560; 2140; 2141; 3075; 3460**
OAS; ANB; APSB; ANC

Absence from county of residence for specific purposes, or for temporary periods only, with intent to return to the county, does not interrupt residence already acquired in that county. Such periods are included when computing the length of county residence.

Sec. 123-60 Re-application by Former Recipient Who Lost State Residence POL. C. SEC. 52
OAS; ANB; APSB; ANC

123-60

A former recipient who has lost State residence assumes the status of a new applicant in so far as residence requirements apply. As stated in Section 120-00, "residence" is interpreted in accordance with definitions found in the general laws of this State. The term does not connote any particular length of residence by which eligibility to aid in this or any other state is secured. Gain or loss of residence is immediate upon union of act and intent.

Sec. 124-00 Continuance of Aid During Absence from County POL. C. SEC. 52; W. & I. C. SECS. 1527;
OAS; ANB; APSB; ANC 1560; 2141; 2200; 3075; 3090; 3450; 3460 124-00

Aid shall be continued for recipients, including those who temporarily leave their county of residence, voluntarily or involuntarily, because of the necessity for evacuating from strategic areas persons whose presence is deemed dangerous or inimical to the defense of the U. S., who go to another county or counties in this State without intent to establish residence elsewhere and whose need continues. Such recipients may continue to live outside the county of residence and retain residence therein until such time as, by act and intent, residence is changed. (For exception in case of minor whose residence is determined by his physical presence, see Sec. 124-07, Absence of Minor from County of Residence.)

Sec. 124-05 Investigation While Absent from County of Residence W. & I. C. SECS. 1560; 2141;
OAS; ANB; APSB; ANC 3075; 3460 124-05

A recipient (or a person who determines the residence of a minor in ANC, ANB or APSB) who goes to another county or counties in this State without intent to establish residence should be required to inform county of residence in detail at monthly intervals regarding his intent as to residence and of his living plan or, in ANC, that of the child if the child is absent from the county. If there is prolonged absence, county of residence may wish to request county in which such person is sojourning to contact him for assurance that need continues.

Exception to the foregoing is made when a recipient (or a person who determines the residence of a minor in ANC, ANB or APSB) temporarily leaves his county of residence, voluntarily or involuntarily, because of the necessity for evacuating from strategic areas persons whose presence is deemed dangerous or inimical to the defense of the U. S. Such person shall file with the county granting aid, at the end of each two months' period during his absence, a written statement setting forth the reason for his absence and his intent as to residence. County of residence shall notify evacuees of the foregoing requirement.

143-37 Sec. 143-37 Determination of Value of Bank and Postal Savings Accounts W. & I. C. 103; 103.5; 103.6; 1521; 1560; 2140; 2141; 2163; 3047; 3075; 3447; 3460
OAS; ANB; APSB; ANC

The actual amount of all funds in bank accounts and postal savings accounts shall be established.

The actual amount of bank holdings shall be verified through the particular bank. If, however, a request for verification has been forwarded to a bank in another county or State and a 30-day follow-up brings no response, the granting of aid need not be delayed provided the bank book in the applicant's possession shows with reasonable certainty the current balance in the account.

When an applicant's name appears with that of another person on a joint or trustee account, there is the presumption that the applicant is the owner of all of the funds in the account. When the applicant contends that all of the funds in the account do not belong to him, effort shall be made to establish his interest in it. That portion which is established as belonging to the applicant is considered in determining his eligibility. An affidavit of either of the parties as to the ownership of the funds in a joint account is itself inadequate verification. Such an affidavit shall be supported by other facts which clearly establish that the account, or a portion of it, belongs to some one other than the applicant.

The value of postal savings accounts shall be verified through the U. S. Post Office. (See Sec. 141-20, Separate and Community Personal Property.)

143-40 Sec. 143-40 Determination of Value of Building and Loan Accounts W. & I. C. SECS. 103; 103.5; 103.6; 1521; 1560; 2140; 2141; 2163; 3047; 3075; 3447; 3460
OAS; ANB; APSB; ANC

The actual amount on deposit with building and loan associations or other financial concerns shall be ascertained and considered in determining eligibility. If any such company is in process of liquidation under receivership proceedings, the current market value of the building and loan certificates or other evidence of interest therein shall be considered rather than the actual amount deposited with the company. (See Sec. 141-20, Separate and Community Personal Property.)

143-45 Sec. 143-45 Determination of Value of Notes, Mortgages and Deeds of Trust W. & I. C. SECS. 103; 103.5; 103.6; 1521; 1560; 2140; 2141; 2163; 3047; 3075; 3447; 3460
OAS; ANB; APSB; ANC

The current market value of notes, mortgages and deeds of trust, i.e., the amount which could be realized if such instruments were offered for quick sale, shall be ascertained and considered in determining eligibility.

An estimate of the current market value of notes, mortgages and deeds of trust shall be secured from local bankers, realtors, loan companies or others qualified to make such estimates. Two or more estimates should be secured when the first estimate of the total personal property holdings is slightly below or above the maximum allowed for the particular category of aid. Additional estimates should also be secured if the first estimate appears to be unrealistic in light of the factors affecting current market value.

143-55 Sec. 143-55 Determination of Value of Stocks and Bonds W. & I. C. SECS. 103; 103.5; 103.6; 1521; 1560; 2140; 2141; 2163; 3047; 3447; 3075; 3460
OAS; ANB; APSB; ANC

In OAS and ANC, the actual current market value of stocks and bonds, including mutual water and irrigation stock when such stock represents personal property (see Irrigation and Water Stock, Glossary), shall be considered in determining the value of personal property holdings. In ANB and APSB, when stocks and bonds are assessed this value shall be used. When stocks and bonds are not assessed, the current market value shall be used in determining eligibility.

143-60 Sec. 143-60 Determination of Value of Commercial or Other Business Enterprise W. & I. C. SECS. 103; 103.5; 103.6; 1521; 1560; 2140; 2141; 2163; 3047; 3075; 3447; 3460
OAS; ANB; APSB

In OAS, the current market value of an applicant's interest in personal property as represented by the stock on hand, fixtures and equipment, and the "accounts receivable" of a commercial or other

Sec. 143-20 Determination of Value of Personal Property in Another County or State

143-20

OAS; ANB; APSB; ANC **W.&I.C. SECS. 103; 103.5; 103.6; 1560; 2140; 2141; 3075; 3460**

The value of personal property in another county or State shall be established in accordance with the provisions of the specific category of aid by correspondence with officials, agencies, or qualified individuals.

If no response is received and a 30-day follow-up brings no results, aid need not be delayed in ANC or shall not be denied at the expiration of the 90-day period in OAS, ANB and APSB, provided other evidence is available which establishes the value of the personal property. Such evidence might include a bank book or bank statement in possession of the applicant, or documents in his possession which establish with reasonable accuracy the market value of the holdings.

In ANB and APSB, the value of assessed personal property in another county or State may be determined from tax receipts in possession of applicant if a 30-day follow-up to correspondence brings no results.

Sec. 143-25 Determination of Value of Personal Property in Another Country

143-25

OAS; ANB; APSB; ANC **W. & I.C. SECS. 103; 103.5; 103.6; 1560; 2140; 2141; 3075; 3460; 1521; 2163; 3047; 3447**

The value of personal property owned in another country shall be considered in determining eligibility. The current rate of exchange shall be used to convert foreign values into U. S. monetary units. For example, if the current market value of certain Mexican bonds is 1,000 pesos and the rate of exchange is 5 pesos to 1 dollar the value to be considered is \$200.

If property is confiscated, i.e., siezed by a government for public use, its value is not considered when determining eligibility; however, the possibility of indemnity should be explored. Assets which are impounded, i.e., siezed and held in custody of the law presumably for safe keeping, represent personal property to be considered in determining eligibility.

During the period of hostilities the current market value of notes and mortgages, secured by property located in countries at war, or in conquered or occupied countries, and the value of stocks and bonds issued by foreign concerns located in those countries cannot be determined through the usual foreign channels. Their present value, if any, shall be ascertained through local banks, brokers or other financial institutions. Investigation of their value through the usual foreign channels need not be pursued until such time as hostilities have ceased or until verification through these sources is again possible, aid to continue during the investigation if the recipients remain otherwise eligible.

Sec. 143-35 Determination of Value of Cash on Hand and in Safe Deposit Boxes **W. & I. C. SECS. 103; 103.5; 103.6; 2163; 2140; 2141; 1521; 1560; 3047; 3075; 3447; 3460**

143-35

OAS; ANB; APSB; ANC

The amount of cash or currency in the personal possession of the applicant (parent or child in ANC) shall be ascertained. The applicant is the only source of verification of this type of holding. When he declares cash in his personal possession in an amount in excess of that which seems necessary for reasonable household expenses pending receipt of aid, verification shall be made by requesting him to count it in the presence of the public assistance worker. Verification shall be made in the same manner if the amount declared together with other personal property approaches the maximum for the particular category of aid.

When the applicant rents or otherwise has use of a safe deposit box, he shall be required to review the contents of the box and to count the amount of cash or currency contained therein in the presence of the public assistance worker. (At the time the contents of a safe deposit box are reviewed to determine the amount of money, if any, contained in it, the worker should note in detail all pertinent information regarding stock certificates, bonds, mortgages, deeds of trust, insurance policies, or other types of personal property in the safe deposit box.)

170-05 Sec. 170-05 Relatives, OAS Law W. & I. C. SECS. 2011; 2160F; 2181; 2224
OAS

A person is eligible, provided he meets all other eligibility requirements, if he is not receiving adequate support from a husband or wife or child, able and responsible under the law of this State to furnish such support. (See Sec. 172-00, Investigation of Responsible Relatives Within State, OAS.)

The county shall determine if the applicant for or recipient of aid has within the State a spouse or adult child pecuniarily able to contribute to the support of the applicant or recipient. A spouse or adult child of such applicant or recipient shall file a sworn statement indicating whether he or she is contributing to the support of such person and if contributing in what form and amount per month. Upon request of the county the spouse or adult child shall file such sworn statement within 10 days if living in the county or within 30 days if living elsewhere in the State, provided, however, that the granting or continued receipt of aid shall not be contingent upon the filing of such sworn statement by such spouse or adult child.

The county shall determine the ability of responsible relatives to contribute to the support of the applicant. The maximum degree of liability of the responsible relative shall be determined by Relatives' Contribution Scale. In determining ability to contribute, the financial circumstances of responsible relatives shall be given due consideration and, in unusual cases, contributions at less than the amount fixed by Relatives' Contribution Scale may be made as the county may deem justifiable.

If the person receiving aid has within the State a spouse or adult child pecuniarily able to support said person, the county shall request the district attorney or other civil legal officer of the county granting such aid to proceed against such kindred in the order of their responsibility to support.

Upon such demand, the district attorney or other civil legal officer of the county granting aid shall, on behalf of the county, maintain an action, in the superior court of the county granting aid, against the relative. Such action shall be for the purpose of recovering for the county such portion of the aid granted as the relative is able to pay, and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable.

Any sum so recovered shall be credited by the county to the county, to the State and to the Federal Government in proportion to the contributions of each respectively, or in the manner prescribed by the SDSW.

The granting of or continued receipt of aid shall not be contingent upon such recovery.

No officer or employee of any county shall make any demand upon any person, other than a legally responsible relative, of any applicant for or recipient of OAS, to contribute a stated amount to the support of the applicant or recipient each month, or to agree so to contribute, or shall threaten any such relative with any legal action against him by or on behalf of the county, or with any penalty whatsoever, unless he agrees so to contribute.

170-10 Sec. 170-10 Relatives, ANB and APSB Laws W. & I. C. SECS. 3088; 3474
ANB; APSB

If any applicant for or recipient of ANB or APSB has residing within the State, a spouse, parent or adult child pecuniarily able to support him, and such relatives fail to perform their duty to support the blind person, the county may request the district attorney, or other civil legal officer of the county to proceed against the kindred in the order of their responsibility for support.

Upon such request, the district attorney or other civil legal officer of the county granting aid may, on behalf of the county, maintain an action in the superior court of the county granting the aid, against such relatives to recover for the county such portion of the aid granted as the courts find such relative or relatives pecuniarily able to pay, and to secure an order requiring the payment to the county of any sums which may become due in the future for which the relative may be liable.

The receipt of aid by the applicant shall not be contingent upon such recovery or such order.

The sums so recovered shall be credited by the county in its settlement with the State.

170-15 Sec. 170-15 Relatives, ANC Law C. C. SECS. 196; 196A
ANC

In ANC, the parent or parents of the child are responsible for his support. The parent entitled to the custody of a child must give him support and education suitable to his circumstances. If a father's support of a legitimate child is inadequate, the mother must assist him to the extent of her ability.

The father as well as the mother of an illegitimate child must give him support and education suitable to his circumstances.

Sec. 170-00 Relatives, Statutory Provisions

170-00

Old Age Security	Aid to Partially Self-Supporting Blind Residents Aid to Needy Blind	Aid to Needy Children
<p>A person is eligible, provided he meets all other eligibility requirements, if he is not receiving adequate support from a husband or wife or child, able and responsible under the law of this State to furnish such support. (W. & I. C., Sec. 2160-f.)</p> <p>The county shall determine if the applicant or recipient of aid has within the State a spouse or adult child pecuniarily able to contribute to the support of the applicant or recipient. A spouse or adult child of such applicant or recipient shall file a sworn statement indicating whether he or she is contributing to the support of such person and if contributing in what form and amount per month. Upon request of the county the spouse or adult child shall file such sworn statement within 10 days if living in the county or within 30 days if living elsewhere in the State, provided, however, that the granting or continued receipt of aid shall not be contingent upon the filing of such sworn statement by such spouse or adult child.</p> <p>The county shall determine the ability of responsible relatives to contribute to the support of the applicant. The maximum degree of liability of the responsible relative shall be determined by the Relatives' Contribution Scale. In determining ability to contribute the financial circumstances of responsible relatives shall be given due consideration and in unusual cases, contributions at less than the amount fixed by the Relatives' Contribution Scale may be made as the county may deem justifiable. (W. & I. C., 2181.)</p> <p>If the person receiving aid has within the State a spouse or adult child pecuniarily able to support said person the county shall request the district attorney or other civil legal officer of the county granting such aid to proceed against such kindred in the order of their responsibility to support.</p> <p>Upon such demand, the district attorney or other civil legal officer of the county granting aid shall, on behalf of the county, maintain an action, in the superior court of the county granting aid, against the relative. Such action shall be for the purpose of recovering for the county such portion of the aid granted as the relative is able to pay, and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable.</p> <p>Any sum so recovered shall be credited by the county to the county, to the State and to the Federal Government in proportion to the contributions of each respectively, or in the manner prescribed by the SDSW.</p> <p>The granting of or continued receipt of aid shall not be contingent upon such recovery. (W. & I. C., 2224.)</p> <p>No officer or employee of any county shall make any demand upon any person, other than a legally responsible relative, of any applicant for or recipient of OAS, to contribute a stated amount to the support of the applicant or recipient each month, or to agree so to contribute, or shall threaten any such relative with any legal action against him by or on behalf of the county, or with any penalty whatsoever, unless he agrees so to contribute. (W. & I. C., 2011.)</p>	<p>If any applicant for or recipient of ANB or APSB has residing within the State, a spouse, parent or adult child pecuniarily able to support him, and such relatives fail to perform their duty to support the blind person, the county may request the district attorney, or other civil legal officer of the county to proceed against the kindred in the order of their responsibility for support. (W. & I. C., Secs. 3088, 3474.)</p> <p>Upon such request, the district attorney, or other civil legal officer of the county granting aid may, on behalf of the county, maintain an action in the superior court of the county granting the aid, against such relatives to recover for the county such portion of the aid granted as the courts find such relative or relatives pecuniarily able to pay, and to secure an order requiring the payment to the county of any sums which may become due in the future for which the relative may be liable.</p> <p>The receipt of aid by the applicant shall not be contingent upon such recovery or such order.</p> <p>The sums so recovered shall be credited by the county in its settlement with the State. (W. & I. C., Secs. 3088, 3474.)</p>	<p>In ANC, the parent or parents of the child are responsible for his support. The parent entitled to the custody of a child must give him support and education suitable to his circumstances. If a father's support of a legitimate child is inadequate, the mother must assist him to the extent of her ability. (C. C., Sec. 196.)</p> <p>The father as well as the mother of an illegitimate child must give him support and education suitable to his circumstances. (C. C., 196-a.)</p>

Abbreviations

ANB	--	Aid to Needy Blind
ANC	--	Aid to Needy Children
AGO	--	Attorney General's Opinion
AGO NS	--	Attorney General's Opinion, New Series
APSB	--	Aid to Partially Self-Supporting Blind Residents
Abd.	--	Abandoned Child
BHI	--	Boarding Homes and Institutions
CC.	--	Civil Code
CCC	--	Civilian Conservation Corps
C.C.P.	--	Code of Civil Procedure
CDE	--	California Department of Employment
C.I.F.	--	Child of Incapacitated Father
CWS	--	Child Welfare Services
Cir. L.	--	Circular Letter
Dept. Bul.	--	Department Bulletin
Elec. C.	--	Elections Code
FSA	--	Farm Security Administration
FSSB	--	Federal Social Security Board
Fdlg.	--	Foundling
GR	--	General County Relief
H. & S.C.	--	Health and Safety Code
H.O.	--	Half-Orphan
Illeg.	--	Illegitimate Child
Ins. C.	--	Insurance Code
NYA	--	National Youth Administration
OAS	--	Old Age Security
OASI	--	Federal Old-Age & Survivors Insurance
OWP	--	Other Welfare and Relief Programs
P.C.I.	--	Child Whose Parent Committed to Institution
Pen. C.	--	Penal Code
Pol. C.	--	Political Code
Prob. C.	--	Probate Code
Pub. Res. C.	--	Public Resources Code
RRB	--	Railroad Retirement Board
RR Ins.	--	See RUI
RUI	--	Railroad Unemployment Insurance
Rev. & Tax C.	--	Revenue and Taxation

G L O S S A R YAbbreviations

SCD	--	Surplus Commodities Distribution
SDI	--	State Department of Institutions
SDSW	--	State Department of Social Welfare
SMA	--	Surplus Marketing Administration
SSWB	--	State Social Welfare Board
Sch. C.	--	School Code
Sec.	--	Section
T.B.F.	--	Child of Tuberculous Father
UCB	--	See UI
UI	--	Unemployment Insurance
USES	--	United States Employment Service
Veh. C.	--	Vehicle Code
W. & I. C.	--	Welfare and Institutions Code
W.F.U.	--	Child Whose Father's Whereabouts Is Unknown
W.O.	--	Whole-Orphan Child
WPA	--	Work Projects Administration
WPS	--	Welfare Personnel Standards

INTANGIBLES — AS DEFINED FOR REVENUE AND TAXATION PURPOSES, MEANS INTANGIBLE PERSONAL PROPERTY OF A TYPE NOT EXEMPT FROM TAXATION AND ANY INTEREST THEREIN. INTANGIBLE PERSONAL PROPERTY INCLUDES NOTES, DEBENTURES, SHARES OF CAPITAL STOCK, BONDS, SOLVENT CREDITS, DEEDS OF TRUST, AND MORTGAGES.

INTEREST IN REAL PROPERTY — THE WORD "INTEREST" IS BROADER THAN THE WORD "TITLE," AND INCLUDES BOTH LEGAL AND EQUITABLE RIGHTS. IT MAY BE USED AS SYNONYMOUS WITH "ESTATE" OR "TITLE," OR IT MAY BE USED TO DENOTE SOMETHING LESS THAN AN ESTATE OR TITLE. AN INTEREST IN LAND IS THE LEGAL CONCERN OF A PERSON IN THE THING OR PROPERTY, OR IN THE RIGHT TO SOME OF THE BENEFITS OR USES FROM WHICH THE PROPERTY IS INSEPARABLE.

INTERIM CERTIFICATE — A TEMPORARY OR PRELIMINARY CERTIFICATE, AS ONE ENTITLING THE OWNER TO RECEIVE CERTAIN SHARES OR BONDS TO BE AFTERWARDS ISSUED.
(SEE ALSO STOCK.)

INTERLOCUTORY — PROVISIONAL; TEMPORARY. USED OF ORDERS OR JUDGMENTS WHICH ARE NOT FINAL.

INTESTATE — WITHOUT HAVING MADE A VALID WILL; NOT DEVISED OR BEQUEATHED, NOT DISPOSED OF BY WILL, AS AN "INTESTATE ESTATE."

IRRIGATION AND WATER STOCK — STOCK IN A MUTUAL WATER COMPANY MAY BE EITHER REAL OR PERSONAL PROPERTY DEPENDENT UPON WHETHER OR NOT THE STOCK AND THE RIGHTS OBTAINED THEREUNDER ARE APPURTENANT TO AND RUN WITH THE LAND OWNED.

ANY CORPORATION ORGANIZED FOR OR ENGAGED IN THE BUSINESS OF SELLING, DISTRIBUTING, SUPPLYING OR DELIVERING WATER FOR IRRIGATION PURPOSES, OR FOR DOMESTIC USE, MAY PROVIDE IN ITS ARTICLES OR BY-LAWS THAT WATER SHALL BE SOLD, DISTRIBUTED, SUPPLIED OR DELIVERED ONLY TO OWNERS OF ITS SHARES AND THAT SUCH SHARES SHALL BE APPURTENANT TO CERTAIN LANDS WHEN THE SAME ARE DESCRIBED IN THE CERTIFICATE ISSUED THEREFOR; AND WHEN SUCH CERTIFICATE IS SO ISSUED AND A CERTIFIED COPY OF SUCH ARTICLES OR BY-LAWS RECORDED IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY WHERE SUCH LANDS ARE SITUATED, THE SHARES OF STOCK BECOME APPURTENANT TO THE SAID LANDS AND MAY ONLY BE TRANSFERRED THEREWITH, EXCEPT AFTER SALE OR FORFEITURE FOR DELINQUENT ASSESSMENTS. WHEN A MUTUAL WATER COMPANY HAS COMPLIED WITH THE FOREGOING PROVISIONS, ITS STOCK IS APPURTENANT TO THE LAND AND IT FOLLOWS THEREFROM THAT SUCH OWNERSHIP IS AN INTEREST IN REAL PROPERTY.

WHEN THE RIGHT TO OBTAIN WATER UPON RECEIPT OF OWNERSHIP OF THE STOCK IS LIMITED TO USE ON THE PARTICULAR LAND OF THE STOCKHOLDER, OR OF THE LANDOWNER, SUCH WATER RIGHTS ARE APPURTENANT TO THE LAND AND THE OWNERSHIP THEREOF IS AN INTEREST IN REAL PROPERTY. WHEN A LANDOWNER IS PRIVILEGED TO SELL OR RENT TO ANOTHER THE RIGHT TO RECEIVE WATER WITHOUT DISPOSING OF HIS LAND, SUCH RIGHT WOULD NOT BE APPURTENANT TO HIS LAND AND WOULD BE OWNERSHIP IN PERSONAL PROPERTY.

ISSUES — DESCENDANTS IN GENERAL; IN A WILL, HEIRS.

JOINT TENANCY DEED — SEE DEED, JOINT TENANCY.

JURAT — A MEMORANDUM OR CERTIFICATE ADDED TO AN AFFIDAVIT OR STATEMENT UNDER OATH, PROPERLY AT THE END, STATING WHEN, BEFORE WHOM, AND (SOMETIMES) WHERE, IT WAS MADE.

JUS SANGUINIS — LAW OR RIGHT OF BLOOD, OR PARENTAGE; USED SPECIFICALLY OF THE RULE THAT ALLEGIANCE OR CITIZENSHIP OF CHILD IS DETERMINED BY CITIZENSHIP OF ITS PARENTS.

JUS SOLI — LAW OR RIGHT OF THE SOIL OR GROUND; USED OF THE RULE OF LAW THAT DETERMINES ALLEGIANCE OR CITIZENSHIP OF CHILD BY PLACE OF ITS BIRTH. THIS IS THE COMMON LAW RULE.

LEASE — AN AGREEMENT UNDER WHICH THE TENANT (LESSEE) HIRES (LEASES) PROPERTY FROM THE LANDLORD (LESSOR) THEREBY SECURING TEMPORARY POSSESSION OF THE PROPERTY. THE LESSEE OR LESSOR MAY BE AN INDIVIDUAL OR A CORPORATION. THE AMOUNT PAID TO THE LANDLORD IS CALLED RENT.

A LEASE OF REAL PROPERTY, IF FOR A PERIOD OF YEARS (FOR EXCEPTION IN OAS, SEE SEC. 132-60, REAL PROPERTY HELD BY LEASE), AT WILL, OR SUFFERANCE OF THE LESSOR IS PERSONAL PROPERTY OF THE LESSEE. IN GENERAL, WHEN THE PERIOD OF THE LEASE IS NOT SPECIFIED, IT IS PRESUMED TO BE ONE YEAR. A LEASE OF REAL PROPERTY FOR THE LIFETIME OF THE LESSOR, OR NOT RESTRICTED TO A SPECIFIED TERM OF YEARS BUT PROVIDING THAT IT IS TO CONTINUE "SO LONG THEREAFTER" AS OIL, GAS, ETC., IS PRODUCED IN PAYING QUANTITIES, IS A REAL PROPERTY INTEREST OF THE LESSEE. THE LESSOR'S INTEREST, IF HE IS THE OWNER OF THE LAND OR ANY INTEREST THEREIN, REMAINS REAL PROPERTY REGARDLESS OF THE TERMS OF THE LEASE. (SEE ALSO REAL PROPERTY, FOR DISCUSSION OIL, MINERAL, ETC., LEASES.)

MANY COUNTIES, FOR THE PURPOSES OF TAXATION, ASSESS LESSEE'S INTEREST IN LEASES AS PERSONAL PROPERTY; OFTEN AT AN ARBITRARY VALUATION OF \$100. HOWEVER, THE WAY IN WHICH SUCH PROPERTY IS ASSESSED IS NOT THE REAL TEST FOR DIFFERENTIATING BETWEEN REAL AND PERSONAL PROPERTY. THE TERMS OF DURATION OF THE LEASE AND THE NATURE AND KIND OF PROPERTY AS DEFINED IN SECTIONS 104 AND 106 OF THE R. & T. C., ARE THE DETERMINING FACTORS. (FOR A FULL DISCUSSION OF OIL, TIMBER, MINERAL, ETC., LEASES, SEE REAL PROPERTY.)

LEASEHOLD — A TENURE BY LEASE, OR THE LAND HELD; SPECIFICALLY, LAND HELD AS PERSONALTY UNDER A LEASE FOR YEARS.

LEGACY — A GIFT OF PROPERTY BY WILL, ESPECIALLY OF MONEY OR OTHER PERSONAL PROPERTY; A BEQUEST.

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
June 4, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 6 1942

PAUL PEEK, Secretary of State

By *Chris Gray* Deputy

My dear Mr. Peek:

We attach one copy of:

OFFICE MEMORANDUM #1

Subject: Shortage of Rubber

Dated: May 19, 1942

OFFICE MEMORANDUM #2

Subject: Holiday, May 30, 1942

Dated: May 20, 1942

CIRCULAR LETTER NO. 3

Subject: Cotton Stamp Books

Dated: May 21, 1942

ADMINISTRATIVE BULLETIN NO. 6

Subject: Agricultural Marketing Administration Monthly Reports

Dated: May 25, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 22

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Dated: May 25, 1942

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 7

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 7)

Dated: June 1, 1942

ADDENDUM NO. 2 TO DIRECT DISTRIBUTION BULLETIN NO. 9

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 9)

Dated: May 25, 1942

ADDENDUM NO. 3 TO DIRECT DISTRIBUTION BULLETIN NO. 9

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 9)

Dated: June 1, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS
ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO
BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

1942 JUN 6 AM 7 55

Honorable Paul Peek

-2-

June 4, 1942

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 10

Dated: May 19, 1942

Revisions and Insertions for Stamp Plan Manual:

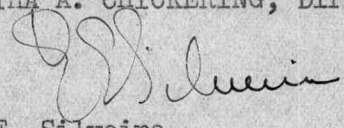
2-520, 2-710, 2-711, 2-713, 2-610, 2-721, 2-723, 2-727,
2-840, and 2-714, FORWARD

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941 covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By


E. E. Silveira
Administrative Assistant

Attach.

SI DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

OFFICE MEMORANDUM #1

TO: ALL STAMP ISSUING OFFICES

DATE: MAY 19, 1942

SUBJECT: SHORTAGE OF RUBBER

The State Department of Social Welfare has received the following letter from Governor Culbert L. Olson:

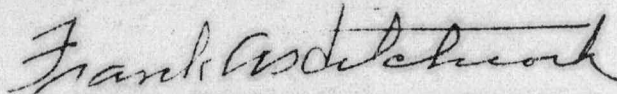
"Because of the acute shortage of rubber and the necessity of conserving every ounce for our war needs, President Roosevelt has issued a proclamation calling on every American citizen to drive at speeds not in excess of forty miles an hour. A similar proclamation directed to the motoring public of California has been issued over my signature.

"In order that such proclamations be effective in carrying out their purpose, it is highly desirable that persons in public service and operating publicly owned equipment set the example by driving at the speeds indicated.

"You are, therefore, directed to inform all persons in your employ that no state-owned motor vehicle, except those used for emergency duty and responding to bonafide emergency calls, shall be driven at a speed in excess of 40 miles an hour under any circumstances. I have issued instructions to James M. Carter, Director of Motor Vehicles, to order members of the California Highway Patrol to report infractions of this rule by any state employee to the proper department head."

All Commodity Stamp Distribution personnel using state cars will be expected to comply with the above. It will not be permissible to drive a state car at a speed in excess of 40 miles per hour.

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE
COMMODITY STAMP DISTRIBUTION

ADMINISTRATIVE BULLETIN NO. 6

TO: ALL STAMP ISSUING OFFICES

DATE: May 25, 1942

SUBJECT: AGRICULTURAL MARKETING
ADMINISTRATION MONTHLY REPORTS

The decreased number of WPA clerical workers being assigned to Stamp Issuing Offices has necessitated a change in procedure for completion of Agricultural Marketing Administration Reports, Forms SMA 464, 464A, and 464B.

Beginning with reports for the month of June, the Commodity Stamp Distribution Statistical Unit, located at 311 South Spring Street, Room 1208, Los Angeles, will prepare Forms SMA 464, 464A, and 464B for all Stamp Issuing Offices statewide.

Stamp Issuing Offices shall continue to accumulate statistical information on Forms SP 8, SP 8A, and SP 9 according to Manual procedure, sections 2-600 through 2-630, with the exception that Form SP 8A shall be prepared in duplicate beginning June 1, 1942.

With discontinuance of the cotton stamp program, the cotton columns on the Form SP 8A shall be used for food stamp statistics, thus reducing the number of sheets required from three to two.

All Stamp Issuing Offices except Los Angeles County shall originate an additional copy of Form SMA-INV-1, "Consolidated Daily Stamp Inventory and Transaction Sheet," and Form SP 11, "Cash on Hand and Over-and-Short Report," which shall be forwarded daily to the Statistical Department.

Stamp Issuing Offices in Los Angeles County shall continue to submit one copy of Form SMA-INV-1 to the Statistical Department, as provided in the Manual, accompanied by one copy of Form SP 11.

All Stamp Issuing Offices shall forward the duplicate copy of monthly Form SP 8A to the Statistical Department in two parts as follows:

Part 1 - 1st to 16th day - Mail to Statistical Unit not later than 17th day of each month

Part 2 - 17th to 31st day - Mail to Statistical Unit not later than first working day following the close of each month.

Each column on part 1 must be totalled. The totals on part 2 must be accumulative for the month (inclusive of the total brought forward from part 1).

Sales totals reported on Form SP 8A must balance with total stamp issuance as reflected by Form SMA-INV-1 and Form SMA 462 after considering over-and-short discrepancies.

Stamp Issuing Offices shall continue to prepare Form SP 9, "Tally Sheet on Eligible Case Load," according to Manual procedure, section 2-630. After Form SP 9

May 25, 1942

is completed on the first of each month, all Stamp Issuing Offices shall report by memorandum the required information appearing on Form SP 9, according to procedure provided for Los Angeles County Offices (see Manual Section 2-630, paragraph c).

Before proceeding with the preparation of Forms SP 8, SP 8A, and SP 9 for June, all Stamp Issuing Office personnel handling these forms should be thoroughly familiar with the statistical information required for June. Particular reference should be given to sections 2-610, 2-620, and 2-630 of the Manual. Call on your Supervising Cashier Clerk if the statistical requirements for June are not clear to you.

Stamp Issuing Offices shall continue to complete and forward SMA Form 462 as heretofore.

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 25, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 22
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Fred Janssen has replaced Fred Lake as manager of the
Redding Area warehouse.

Effective May 25 the Yreka depot, located in the Court
House Annex, Yreka, will be discontinued.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

June 1, 1942

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 7
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 7)

We have just received information from the Evaporated Milk Association that milk should be turned over more frequently than every 60 days whenever warehouse temperatures exceed 59°F. Accordingly, warehouse managers shall require that evaporated milk be turned over every 30 days if warehouse temperatures reach 60°F. or higher*.

Further, every 90 days a can or so from each dozen cases shall be opened. If such a test shows any substantial separation of fats and salts from the rest of the milk, or if the milk shows any substantial discoloration, the warehouse manager shall report this immediately to the Supervisor of Commodity Distribution. In his report he shall also indicate whether the separated salts and fats can easily be shaken back or whether the creamy layer is so firm and tough that it is difficult or impossible to disperse it even by vigorous shaking.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira
Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 25, 1942

ADDENDUM NO. 2 TO DIRECT DISTRIBUTION BULLETIN NO. 9
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 9)

INSTRUCTIONS REGARDING CRE COMMODITIES

1. CRE Allocations

From time to time you may receive stocks of commodities indicated by the symbol "CRE" appearing on Delivery Order Form AMA 810 to serve as a means of identifying these commodities as "Commodity Reserve for Emergency" items. These commodities are to be stored and stacked in the regular manner but shall be definitely earmarked for the account CRE and recorded on separate Stock Ledger Cards, Form DD-450, in order to avoid merger with regular stock.

Upon exhaustion, or threatened exhaustion, of the regular supply of commodities in the warehouse of which commodity there is a CRE stock pile, it may be possible to obtain approval for issuance of CRE commodities through the regular channels to California caseload. Requests for such release of CRE commodities for distribution MUST be made by the warehouse manager of the Supervisor of Commodity Distribution. Under no circumstances may CRE commodities be distributed until such authorization is given.

2. Reporting

Reporting of CRE commodities stored in the warehouse will be accomplished on a separate No. DD-525 (Revised D) Report, Monthly Report of Distribution, captioned "CRE ALLOCATIONS." For months in which no CRE commodities are on hand such a report should be submitted marked "None." CRE commodities received will be entered on line 2A of the No. DD-525 (Revised D) Report and supported by a separate Form No. DD 378, "Report of D. O. Numbers and Net Weights." Receipts of CRE commodities must in no instance be commingled with regular commodities on the DD 525 and DD 378 reports and care should be taken that special reports are headed "CRE Allocations." For months in which no CRE commodities were received a DD-378 Form properly headed should be submitted marked "No Receipts."

Withdrawals of CRE commodities may be for the following purposes:

1. Shipment out of State.
2. Emergency use within the State.
3. Commodities may be made available to State welfare agencies for use in programs designated on the original Notice of Allocation.
4. Transfer to regular warehouse stock for distribution upon receipt of authorization from Supervisor Commodity Distribution.

Shipments out of State of CRE commodities will be recorded on Form DD-525 (Revised D) on the line directly above 5A which is captioned "Shipments out of State."

Commodities used for emergency within the State will be shown on the blank line immediately following 4K and will be captioned "Emergency."

CRE commodities made available to the State Department of Social Welfare for regular distribution (upon approval of the Supervisor of Commodity Distribution as explained previously) shall be reported on the blank line immediately following 4K and shall be captioned "State Welfare Department."

If, in the course of handling CRE commodities recording of actual losses due to spoilage or of inventory adjustments is necessary, these are to be reported on lines 5A and 5B of the DD-525 (Revised D) report and must be substantiated by a separate Form DD-528, Monthly Report of Inventory Adjustments, from that which is submitted for regular AMA commodities. A Form DD-449, Spoilage and Damage Voucher, is required on each actual loss. Line 6 of Form DD-525 will indicate the inventory of CRE commodities on hand in the warehouse. Section 7 of the DD-525 report will, of course, not be used for CRE commodities.

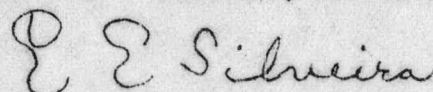
In addition a separate column headed "CRE Allocations" is to be provided on the Form DD-606, Weekly Inventory of Food Commodities. If no CRE commodities are on hand the word "None" should be entered in this column.

CRE commodities which are approved for disbursement with regular AMA stock shall be taken into the regular account and reported in the same manner as a shipment received direct from AMA. To accomplish the transfer from CRE stockpile to regular stock for current distribution the manager shall prepare a Shipping Ticket Receipt, Form DD-412R, showing transfer from CRE account to regular distribution account. This document will support entries made to DD-450 Stock Ledger cards. The amount of the transfer will be included in line 2-A of the regular DD-525 and should be supported on the regular Form DD-378, Report of D. O. Numbers and Net Weights, showing "CRE" in the space on this document normally used for Delivery Order Number and Date.

Very sincerely yours

MARTHA A. CHICKERING, Director

By



E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

June 1, 1942

ADDENDUM NO. 3 TO DIRECT DISTRIBUTION BULLETIN NO. 9
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 9)

WAREHOUSES MUST PICK UP ALL COMMODITIES (REGARDLESS OF CONDITION) THAT SCHOOLS INDICATE THEY HAVE ON HAND WHEN THEY DISCONTINUE THE FEEDING OF CHILDREN BECAUSE OF SUMMER VACATION.

1. Commodities returned by schools at the end of the school year or otherwise returned shall be placed in the lot of like commodities which has been in the warehouse the longest time and from which, therefore, issuance is currently being made.
2. The total amount of each commodity so returned shall be recorded on the warehouse Stock Control Card, DD 450, as a "gain." The amount of each commodity which cannot be reissued because of deterioration then shall be entered as a "loss" and subtracted on this card.
3. The total amount of each commodity so returned shall also be posted as a "gain" to the Stock Control Card, DD 450, maintained in the warehouse's accounting section. Any part of such commodities unfit for reissue then should be subtracted on the Stock Control Card, DD 450, by an entry under "losses." A Spoilage and Damage Voucher, DD 449, shall be submitted on these losses in the same manner as on commodities which spoil before once being issued. The Spoilage and Damage Voucher shall show the name and address of the school from which the deteriorated commodities have been returned.
4. For each month in which returns are made by schools a memorandum in original only shall accompany the set of DD 525's, submitted to the Supervisor of Commodity Distribution. This memorandum should show in columnar form:
 - A. Name and address of school returning commodities.
 - B. Name of each commodity returned.
 - C. Total amount of each commodity returned.
 - D. Amount of each commodity returned in spoiled or deteriorated condition.
5. On DD 528 the amount of the gains shall be shown as "returns from schools," and no breakdown as to which schools returned the commodities shall be shown. Likewise, the amount of the losses shall be shown as "spoilage in returns from schools," and no breakdown shall be made indicating the school which returned the deteriorated commodities.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

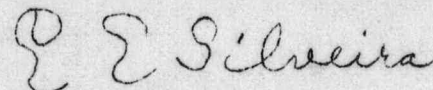
May 19, 1942

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 10.

A duplicate copy of the report provided for under Paragraph VI E (page 19) of DIRECT DISTRIBUTION BULLETIN NO. 10 shall be forwarded by each warehouse prior to the fifth day of each month to the WPA Sponsorships Unit of the State Department of Social Welfare, 616 K Street, Sacramento.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

NOTE: That part of these instructions which concern the determination and reporting of book and cash shortages are new. The remainder of these instructions incorporate Administrative Bulletins Nos. 1, 3, 4, and 5 into the Manual. Administrative Bulletin No. 2 has not been so incorporated because it is only of temporary interest.

The following issuance procedure, in the sequence given, shall be used for the issuance of stamps to eligibles calling in person or through an agent at Stamp Issuing Offices:

- a. The eligible shall be required to present his Identification Card, FSC 463b, to the qualifier (a WPA employee). If an agent is sent, the agent must present also an Authorization of Agent, SMA 472, the first time he appears to purchase stamps.
- b. The qualifier shall use the Identification Card to locate the eligible's Office Record Card, SMA 465. If an Office Record Card is not in the active file, no stamps may be issued.
- c. The qualifier shall secure the signature of the eligible, or his agent, in the space provided on the Office Record Card if that card has not already been signed by the eligible or that agent. This signature must be obtained before the first issuance of stamps.
- d. The qualifier shall ask the eligible how many stamps he desires. If this amount is within the limits of the prescribed minimum and maximum as shown on the Office Record Card, the qualifier shall enter on an SP 10 the participant's SMA number followed by the amount of food and/or cotton stamps he desires to purchase. No entries shall be made by the qualifier on the Office Record Card to show this information.
- e. The qualifier shall then return the Identification Card to the purchaser and advise him to proceed to the cashier's window.
- * f. The qualifier shall pass the Office Record Card and the SP 10 directly to the selling cashier.
- g. The cashier shall check the qualifier's entry to make certain the requested sale is within the range shown on the Office Record Card.
- h. The cashier shall obtain the purchaser's Identification Card and the money for purchase of stamps and shall check the SMA number on the Identification Card with the Office Record Card and SP 10 to avoid errors which might otherwise occur if purchasers got out of line.
- i. The cashier shall select the stamp books to be issued in the amount paid for by the purchaser.
- j. The cashier is required to enter in the next available space in the body of the Office Record Card the date and amount of the sale only. (These instructions should be interpreted as an amendment of Section 213 n also.)
- * k. The cashier shall make any changes necessary in the SP 10 just prior to making the sale to adjust it to the amount of the sale. He shall then put it aside or spindle file it with other SP 10's for the day. These slips, therefore, provide a record in the cashier's cage of all sales made during the day, and will prove valuable in determining whether a shortage is to be reported to the Agricultural Marketing Administration as a cash or a book shortage. (See Section 2-610c on this matter).
- l. The cashier then shall return the Identification Card to the eligible advising him to step to the window of the record clerk (a WPA employee).
- m. The cashier shall pass the Office Record Card and the stamp books directly to the record clerk.
- * n. The record clerk shall check the cashier's entry against the actual stamp books received from the cashier.

- o. The record clerk shall enter the name of the eligible as shown on the Office Record Card on the front cover of each stamp book being issued.
- p. The record clerk shall require the purchaser to present his Identification Card and check it with the Office Record Card.
- q. The record clerk then shall hand the Identification Card with the stamp books to the purchaser.
- r. The record clerk shall place the Office Record Card in the "day file" box or basket from which cards shall be removed only by the statistician (another WPA employee).

2-710 Daily Reports Required 2-710

- * (1) The only regular daily reports required are Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1 and Cash on Hand and Overage and Shortage Report, SP 11.

2-711 Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1 2-711

This report is required of each Stamp Issuing Office. In offices where more than one cashier is employed, it is the responsibility of the cashier in charge to complete a combined report covering the activities of all cashiers who sold stamp books during the day.

(a) Numbering.

Reports shall be numbered consecutively without regard to calendar months.

(b) Instructions for Completion of Form.

The attached sample of this form has been numbered by group and column for reference in interpreting the procedural instructions which follow:

Group 1. "A" Series Food Stamp Books: This series consists of books containing orange stamps only. Such books are sold clients together with "B" Series books to reduce the 50% ratio of free blue stamps to a lesser percentage where such reduced ratio is specifically prescribed by the Surplus Marketing

* Administration. As all issuances of food stamps in California are on a 2 to 1 basis, this section of SMA-INV-1 shall be left blank.

Group 2. "B" Series Food Stamp Books: Each book in this series contains one free blue stamp for each two orange stamps.

Group 3. "E" Series Cotton Stamp Books: Each book in this series contains one free brown stamp for each green stamp.

Group 4. Blank: This group is left blank for any special series that may be issued. At present it shall be used only by those Stamp Issuing Offices who issue "F" Series Cotton Stamp Books. This series contains only free brown stamps.

Columns: Reporting of serial numbers is no longer required on SMA-INV-1. This will necessitate greater care in counting and recording of stamp books.

Column 1: Enter type of stamp book, e.g., 1A, 2B, 1E, etc.

Columns 2 and 3: List in Column 2 the number of books in each series and denomination on hand at the start of business. List the value of each denomination in Column 3. These figures should always agree with the closing inventory of the previous day's report.

Columns 4 and 5: Enter in Columns 4 and 5 for each series and denomination the total number and sales value of books received during the day.

Columns 6 and 7: No entries shall be made in Columns 6 and 7 until Columns 8 and 9 are completed.

Columns 8 and 9: At the close of business each day, all stamp books on hand must be counted. The total number of books on hand in each series and denomination shall be entered on the lines designated in Column 8. The total value for each series and denomination shall be entered on the lines designated in Column 9.

* | Columns 6 and 7: Enter in Column 6 the sum of columns 2, plus 4, minus 8. Enter in Column 7 the sum of columns 3 plus 5 minus 9.
| Totals: Total all columns by group and enter totals on lines indicated.

* | Receipt No. On File: Stamp Issuing Offices which receive stamp books on requisition directly from the United States Treasury Disbursing Office shall enter the "Requisition No." of the Form No. 1727 d in this space, but shall not attach a copy of the Form 1727 d itself. Offices which receive stamp books from the Stamp Custodian shall enter the number of the order, invoice, or receipt under which stamp books are shipped by the Stamp Custodian, but shall not attach a copy of the order, invoice, or receipt.

* | No daily cash transactions or overages and shortages shall be reported at the bottom of the report. This information shall be shown on SP 11.

c. Routing:

(1) Southern Area Stamp Issuing Offices (Including Stamp Issuing Offices in Los Angeles County):

* | Original To: Agricultural Marketing Administration
District Audit Office
704 South Spring Street
Los Angeles, California

First copy to: State Department of Social Welfare
Division of Commodity Distribution
2210 W. Temple Street
Los Angeles, California
Attention: Stamp Custodian

Retain one copy in Stamp Issuing Office files.

Stamp Issuing Offices in Los Angeles County
shall also send a copy of each SMA-INV-1 to the Statistical Unit at 2210 West Temple St. Los Angeles.

(2) Northern Area Stamp Issuing Offices

* | Original to: Agricultural Marketing Administration
District Audit Office
821 Market Street
San Francisco, California

First Copy to: State Department of Social Welfare
Division of Commodity Distribution
200 Van Ness Avenue
San Francisco, California
Attention: Stamp Custodian

Retain one copy in Stamp Issuing Office file.

- (3) Stamp Custodians shall show on their SMA-INV-1's opening inventories, receipts, issuances, and closing inventories of blue only stamp books and should submit reports only for days on which such stamps are either received or issued. The Southern Stamp Custodian shall route reports in the same manner as the Southern Area Stamp Issuing Offices. The Northern Stamp Custodian shall route them in the same manner as the Northern Area Stamp Issuing Offices.

This report is required of each Stamp Issuing Office. In offices where more than one cashier is employed, it is the responsibility of the cashier in charge to complete a combined report covering the activities of all cashiers of the office.

a. Instructions for Completion of Form.

- (1) Date Covered by Report. Enter the date covered by the report. This report should be prepared and transmitted the first working day following the "date covered."
- (2) Cash on Hand Previous Day. Enter the amount of cash on hand in the store safe or safe deposit box at the close of the day preceding the date covered by this report.
- (3) Cash Received Date of this Report. This figure should agree with Column 7 of groups 2 and 3 as shown on SMA-INV-1 unless a cash overage or shortage is reported for the day.
- (4) Cash Deposited. Enter the amount of cash deposited on the date covered by the report. This must agree with the deposit slip attached to the copy of SP 11 forwarded to the Stamp Custodian.
- (5) Adjustments. Enter the amount of cash received to clear a previous shortage of cash on books as a "plus." Enter as a "Minus" any cash expended to purchase a cashiers check to transmit to the Supervisor of Commodity Stamp Distribution cash overages for deposit in trust or reimbursements for blue or brown stamp shortages for deposit in trust. Explain in detail any entries on this line.
- (6) Cash on Hand at End of Day Covered by this Report. Enter actual cash in safe or safe deposit box at end of day covered by this report. This must equal $A + B - C + \text{or} - D$.
- (7) Daily Report.
 - (a) Cash Overage.

Enter the amount of "cash overage" for the day for each cashier. Each cashier responsible for an overage of cash shall sign in the space provided. Each day in which a "cash overage" is discovered the Senior Cashier in charge of the office shall purchase a cashiers check with it payable to the State Department of Social Welfare, Stamp Plan and forward it to the Supervisor of Commodity Stamp Distribution for deposit in trust.

(b) Cash Shortage.

Enter the amount of "cash shortage" for the day for each cashier unless the cashier makes immediate reimbursement. Each cashier responsible for a shortage reported shall sign in the space provided.

(c) Book Overage.

Enter the amount of "book overage" in each group for the day. Each cashier responsible for a "book overage" shall sign in the space provided. All books over shall be segregated from the regular supply of books and accumulated until information is received from the Supervisor of Commodity Stamp Distribution for proper disposal.

(d) Book Shortage.

Enter the amount of "book shortage" (exclude value of free stamp) in each group for the day. Each cashier responsible for a "book shortage" shall sign in the space provided. On book shortages the cashier should make reimbursement for the orange and green stamps to the cashier in charge, who will deposit such monies as though they were received from a participant. The cashier responsible for the book shortage should also make reimbursement for the blue and brown stamps short to the cashier in charge. The cashier will purchase a cashier's check payable to the State Department of Social Welfare, Stamp Plan with these monies and shall forward it to the Supervisor of Commodity Stamp Distribution to place it in trust.

- (8) Accumulated Report of Uncleared Shortages. Enter in the spaces provided the accumulation of cash due from "cash shortages" on which reimbursement has not been made. Also enter the accumulated "book shortages" (exclude value of free stamp) which have not been fully compensated for by reimbursement and the payments made for regular and free stamps. No stamp shortage item is to be deleted from SP 11 until complete reimbursement is made. Cashiers responsible for the shortages shall sign in the spaces provided.

b. Routing of Form.

All Stamp Issuing Offices shall attach SP 11's to the SMA-INV-1's sent to:

- Original to: (1) The Agricultural Marketing Administration
Audit Office
- (2) Supervisor of Commodity Stamp Distribution
311 South Spring Street; Room 1208
Los Angeles, California
- (3) The Stamp Custodian of the Area Served by
the Office

Retain one copy of SP 11 for Stamp Issuing Office files.

1. The purpose of this document is to provide information regarding the proposed changes to the existing regulations.

2. The proposed changes are intended to improve the efficiency of the regulatory process and to ensure that the regulations are up-to-date and relevant to the current needs of the industry.

3. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

4. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process. The changes are intended to improve the efficiency of the regulatory process and to ensure that the regulations are up-to-date and relevant to the current needs of the industry.

5. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

6. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process. The changes are intended to improve the efficiency of the regulatory process and to ensure that the regulations are up-to-date and relevant to the current needs of the industry.

7. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process. The changes are intended to improve the efficiency of the regulatory process and to ensure that the regulations are up-to-date and relevant to the current needs of the industry.

8. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

9. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

10. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

11. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

12. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

13. The proposed changes are being made in response to the feedback received from the industry and the public during the consultation process.

- b. (11) To simplify the preparation of SP 8, the footing of each page of the form may be discontinued. Only accumulative totals for the day are required. These shall be placed on the last page of the tabulation. To permit easy addition and to make the accumulative totals visible without turning to the last sheet, the total blocks on all pages except the last should be cut off.
- c. Reconciliation of SP 8 with SP 10 and Office Record Cards and with Decrease in Inventory of Books.
- (1) The total of entries on SP 8 for sales made by each cashier should agree with the amount of books which left each cashier's possession during the day. If so, SP 10's for the day shall be destroyed.
 - (2) If the total sales⁽¹⁾ by a cashier as recorded on SP 8 does not agree with the amount of books which left the cashier's possession during the day, the SP 10's shall be checked by the selling cashier against the entries for his sales on the SP 8.
 - (3) If the cashier discovers an entry was incorrectly posted from the Office Record Card to the SP 8, he shall bring it to the attention of the cashier in charge.
 - (4) If the cashier discovers he has an SP 10 for which there is either a different amount entered on the appropriate Office Record Card or for which there is no Office Record Card in the statistician's file, he also shall so notify the Senior Cashier in charge of the Stamp Issuing Office. The Senior Cashier will then authorize changing the SP 8 and the Office Record Card for such case to agree with the SP 10 on the case but shall enter "Pending Verification" and his (i.e., the Senior Cashier's) initials opposite that item in the margin of SP 8 and the Office Record Card. He shall then write the participant asking him to verify how many stamps he purchased. If information is received from the participant verifying the entry, such letter shall be filed in the Certification Document Folder of the participant, and the words "Pending Verification" shall be crossed out and replaced by "Verified" and the Senior Cashier's initials on the SP 8 and the Office Record Card. If the participant does not substantiate the unverified amount shown on the SP 8 and Office Record Card as sold to him, the case shall be treated as a book shortage in the same manner as prescribed in (5) below, and the SP 8 and Office Record Card must be changed back to the original entry made thereon. The Supervisor of Commodity Stamp Distribution shall be notified in writing whenever this occurs.
 - (5) If the cashier's SP 10's balance with the SP 8 but the sales as shown by SP 8 are less than the decrease in the selling cashier's books during the day, the difference

(1) Adding machine tapes of the cross totals on SP 8 should be labeled and stapled to last page of the form both for reference and audit purposes.

shall be reported on SMA - INV-1 as a book shortage. If vice-versa it is to be considered a book overage. Any book overage or shortage should also be noted on the SP 8. For example:

Total Sales as Per SP 8's = \$99.00
+ Book shortage = 1.00

Issues as reported on SMA
INV-1 \$100.00

or

Total Sales as Per SP 8's = \$101.00
- Book Overage = 1.00

Issues as reported on SMA
INV-1 \$100.00

Since the Office Record card will no longer bear the initials of the selling cashier the person preparing SP 8's shall enter in the left hand margin of the SP 8 the name of the cashier making the sales. For example:

Sold by (464159
(464227
(472471
John Doe (484374
(419214

To facilitate checking SP 10's against the entries on SP 8 it is important that both SP 10's be filed and entries be made on the SP 8's in the order that sales were made during the day.

In Los Angeles County the issuances of brown only stamp books as shown on SP 8 (i.e., two times the amounts asterisked on that form) shall be similarly reconciled with the value of these books leaving the cashier's possession during the day.

The same procedures shall be used in reconciliations of mail order sales with books as is prescribed above for over-the-counter sales. No SP 10's shall be made, however, on mail order sales since the Register of Mail Order Receipts, SP 21, can always be used for reconciliations with the SP 8's.

The Office Record Cards covering a day's sales must not be refiled until the SP 8's, SP 10's, and Office Record Cards have been reconciled with the decrease in book inventory as described above.

It is the duty of the Senior Cashier in charge to verify that all daily reports are in balance or reconciled after consideration is taken of discrepancies noted on such reports.

This report must be prepared by each Stamp Issuing Office. The cashier in charge shall be responsible for its preparation. The report provides for an analysis by series of the number of stamp books on hand at the beginning of the month, received and issued during the month, and on hand at the end of the month. Columns are also provided for the value of stamps issued during the month without regard to whether such issuances can be supported by sales entries on SP 8. Reports for the food and cotton stamps must be prepared separately.

a. Instructions for Completion of Form.

Area: If the area served by the Stamp Issuing Office is more than one county, each county served must be listed

Month: Enter the calendar month and year for which the report is submitted.

Food or Cotton: Indicate which program the report concerns by placing the word "Food" or "Cotton" immediately to the right of the month and year.

Column 1. Stamp Book Series: List the prefix designations of the various denominations and types of stamp books involved.

Column 2. On Hand End of Previous Month: Bring forward the figures from Column 4 of the previous month's report. These figures must represent the number of stamp books on hand, not the value of stamps they contain.

Column 3. Received During Month: Enter the net number of stamp books of each denomination and type actually received during the month. Do not count books ordered but not received. Stamp books in transit shall be carried on inventory by the shipping office until a receipted invoice is received by the shipping office bearing a notation by the receiving office as to the date on which such stamps were added to the receiving office's inventory. Much of the possible confusion arising from stamp book transfers can be eliminated if such shipments can be scheduled so that no books are in transit at the end of the calendar month.

Column 4. On Hand at End of Month: Enter the actual physical inventory by denomination and type of all stamp books on hand at the reporting office, plus any stamp books in transit to but not received by another reporting office as of the close of business on the last day of the calendar month. Stamp books in transit in the mails to participants should not be included in this column. Such books should be shown as issues. Stamp books returned by the post office and held by the reporting office should be included in this column.

Column 5. Issued During Month: Enter the sum of Columns 2 plus 3 minus 4.

Column 6. Value of Stamps Issued: Enter the orange stamp value of all food stamp books issued or the green stamp value of all cotton books issued during the month as shown in Column 5. The figures shown in this column must agree with the total of Column 4 of SMA 464 and also with the sum of issuances reported for each day of the month on SMA-INV-1.

Column 7. Value of Stamps Issued: Enter the blue stamp value of all food stamp books issued or the brown stamp value of all cotton books issued during the month. The figures shown in this column must agree with the total of Column 5 of SMA 464 and also with the sum of free stamp issuances indicated through inference for each day of the month on SMA - INV-1.

Total: Columns 2 through 7 shall be totaled.

Signature: All copies of this report shall be signed by the cashier in charge of the Stamp Issuing Office.

b. Routing of Form.

Route as follows not later than the third of each month:

(1) Southern Area (Except Los Angeles county)

Original and 3 copies to:

United States Department of Agriculture

Agricultural Marketing Administration

821 Market St., Rm. 711

San Francisco, California

Attention: Forrest M. Townsend, District Supervisor(1)

One copy to:

State Department of Social Welfare

Division of Commodity Distribution

2210 W. Temple Street

Los Angeles, California

Attention: Stamp Custodian

Retain one copy in office files.

(2) Southern Area (Los Angeles County)

Stamp Issuing Offices in Los Angeles county shall not complete SMA 462. A combined report for all the Stamp Issuing Offices in the county shall be completed by the Statistical Unit at 2210 W. Temple Street, Los Angeles, from accumulated information taken from daily SMA-INV-1's submitted to it by Stamp Issuing Offices.

The number of copies of the combined report to be prepared by the Statistical Unit and the routing of these copies will be the same as for other offices in the Southern Area.

(3) Northern Area

Original and 3 copies to:

United States Department of Agriculture

Agricultural Marketing Administration

821 Market Street, Rm. 711

San Francisco, California

Attention: Forrest M. Townsend, District Supervisor(1)

One copy to:

State Department of Social Welfare

Division of Commodity Distribution

200 Van Ness Avenue

San Francisco, California

Attention: Stamp Custodian

Retain one copy in office files.

(1) The A.M.A.'s copies of SMA 464, 464A, and 464B shall similarly be routed instead of to the Area Supervisor of the A.M.A. Please note these changes in Section 2-723, 2-725 and 2-727 of your Manual.

2-723 Monthly Participation Report, SMA 464 2-723

- a.(10) Total all columns except Column 1. The total values of each type of stamp shown in Columns 4 and 5 as issued to all income groups combined must agree with actual sales and issuances of such stamps to eligible participants as supported by SP 8's and the Office Record Cards. These figures should agree with "issuances" as shown on SMA - INV.-1 and SMA 462. ("Issuances" as shown on these two forms are computed by a "subtraction method.") The totals of the values of stamps shown in Columns 4 and 5 as issued to all income groups combined and the SP 8's and Office Record Cards will not agree with the "issuances" as shown on SMA - INV.-1 and SMA 462, however, if there has been either a book shortage or a book overage during the month. These two sets of data shall be reconciled in the following manner on SMA 464:

Income Group (1)	Orange or Green Value (4)	Blue or Brown Value (5)
A	100	50
B	140	70
C	130	65
D	150	75
E	170	85
F	110	55
G	120	60
H	140	70
I	130	65
J	110	55
K	100	50
L	140	70
Total Sales as per SP 8's	1,540	770
+ Book Shortage Occurring during month	70	35
- Book Overage Occurring during month	- 10	- 5
Total*	1,600	800

*"Issuances" as shown on SMA - INV.-1 and SMA 462

Report of Participation by Category of Assistance
SMA 464 B

2-727

2-727

- * a.(10) Total and reconcile in the manner prescribed in Section 2-723 a(10).

2-840 Sales and Accounting Procedure in Offices Where a Junior Account Clerk Replaces the WPA Qualifier, Record Clerk, and Statistician. 2-840

The emphatic reductions in WPA personnel in some Stamp Issuing Offices has made it necessary to employ Junior Account Clerks to replace the WPA qualifier, record clerk, and statistician. In such Stamp Issuing Offices, Manual Section 2-520, Over-the-Counter Issuance, as revised, is changed as follows:

- a. All right as in Manual revision except omit "(a WPA employee)" since the Junior Account Clerk will act as the qualifier.
- b. through k. All right as in Manual revision.
- l. The cashier shall then return the Identification Card to the eligible together with the stamp books purchased.
- m. The cashier shall then place the Office Record Card in a (day) box or basket from which cards may be removed only by the cashier or the Junior Account Clerk (an administrative employee) for posting to Daily Work Sheet SP 8.
- n. to r. Omit entirely.
- b. Completion of form:
The selling cashier shall be responsible for the posting of sales from the Office Record Card to the Daily Work Sheet, SP 8's. He may be assisted during heavy sales periods by the Junior Account Clerk (an administrative employee). In posting to SP 8's for March, June, September, and December, the person posting should first sort the Office Record Cards by Income Group so that it will be necessary to work with only one work sheet at a time.

(The above explanatory paragraph replaces the one in the Manual beginning "The day following.....")

(1) to (10) inclusive (All right as in Manual as revised.)

The Agricultural Marketing Administration has advised the State Department of Social Welfare that due to curtailment of budgets within the United States Department of Agriculture and due to the fact that cotton-goods mills have been requested to rush production of war orders, it has been deemed necessary to terminate operation of the Cotton Stamp Plan in California, as well as in the other areas of the country where the plan is in effect.

* Green and Brown Cotton Order Stamps will not be issued to any eligible recipient after May 31, 1942.

Certification documents for participation in the Cotton Stamp Plan subsequent to May 31, 1942, will not be accepted.

With regard to operations subsequent to May 31, 1942, all references to the Cotton Stamp Program in this Manual shall be considered deleted.

(File behind GENERAL INFORMATION CONCERNING COMMODITY STAMP PLAN.)

FOREWORD

This Manual consists of three chapters. Chapter I deals with the organization of the Commodity Stamp Plan and the routing of correspondence. Chapter II covers policies of the Surplus Marketing Administration and the State Department of Social Welfare related to the Commodity Stamp Distribution Program, interpretations of such policies, and operating procedures. Consider as Chapter III the Fiscal Instructions bulletin issued March 3, 1942. Persons having copies of this shall insert it in the rear of their Manual. Persons not having a copy of the fiscal instructions should write to the Mimeograph Section at 616 K Street, Sacramento, for a copy of such instructions to insert in the Manual.

All previous bulletins concerning the Commodity Stamp Plan are hereby cancelled. Previous instructions have been rewritten to conform with policies inaugurated by the State Department of Social Welfare to permit efficient and economical operation.

A decimal system is used in indexing this manual to provide flexibility and ease of reference. The prefix "1-" is used to designate Chapter I, "2-" to designate Chapter II, etc. Instructions are divided into sections which are numbered in units of one hundred. These sections are subdivided into major subject headings which are numbered in units of ten (i.e., 100 breaks down to 110, 120, 130, etc.) Minor subdivisions of major subject headings are indicated thus, 111, 112, 113, etc. Revisions and additions to this Manual will be designated by an asterisk and bracket (*) in a vertical position in the left-hand margin opposite the revised or added material.

Amendments to the Commodity Stamp Distribution Manual and other instructions to Stamp Issuing Offices will be issued according to the following procedure:

Circular Letters

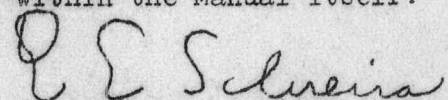
* Instructions or notices of temporary interest only are to be issued in a numbered Circular Letter series. In some cases a circular memorandum may result in a Manual revision, but generally it will apply to procedure of interest for a period of thirty days or less.

Administrative Bulletins and Manual Revisions

Instructions of a more permanent interest than Circular Letters (applying for more than thirty days) will be issued to the Stamp Issuing Offices first in the form of a numbered Administrative Bulletin series. Usually the Manual will be revised later to incorporate these instructions or revisions.

Manual revisions will be issued from the Mimeograph Section in Sacramento to all persons to whom Manuals have been issued and will indicate what bulletins or parts of the Manual they replace.

Separate folders should be kept for the Circular Letters and the Administrative Bulletins. The Manual revisions when received should, of course, be placed in the correct numerical order within the Manual itself.


Administrative Assistant

SAMPLE OF FORM

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

SMA#	Food Stamps	Cotton Stamps

Asterisk 3 to 1 cotton sales in Los Angeles County

SP 10

2-714 Illustration of SP 11 2-714
DEPARTMENT OF SOCIAL WELFARE
DIVISION OF COMMODITY DISTRIBUTION
CASH ON HAND AND OVERAGE AND SHORTAGE REPORT

Stamp Issuing Office _____ Date Covered by Report _____

I. Cash On Hand

A. Cash on hand previous day \$ _____

B. Cash Received date of this report + _____

C. Cash deposited (Slip attached to Stamp
Custodian's copy of this form) - _____

D. Adjustments (Explain) +
or _____

E. Cash on hand at end of day covered
by this report _____

II. Over and Short Report

A. Daily Report

Cash Overage	Signature of Cashier Responsible	Cash Shortage	Signature of Cashier Responsible

Book Overage	Group	Signature of Cashier Responsible	Book Shortage	Group	Signature of Cashier Responsible

B. Accumulated Report of Uncleared Shortages

Cash Shortage	Signature of Cashier Responsible	Book Shortage	Group	Payments Made		Signature of Cashier Responsible
				Reg	Free	

C. Book Overages

No.	Group	Orange or Green Stamp Value

Culbert T. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR
Sacramento
June 11, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

277:112
Attachments

MAIN OFFICE
SACRAMENTO
610 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID LEWIS BUILDING
997 MARKET ST

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 15, 1942

SOCIAL WELFARE BOARD
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808 S. SAN RAFAEL AVENUE
PASADENA
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LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

MANUAL LETTER NO. 22

IN REPLY PLEASE REFER
TO: 1299

You receive herewith the WPA Referral and Certification Chapter; Welfare Personnel Standards Chapter revisions 15, 16, 17, 18, and 19; Personal Property Chapter revisions 5, 6, 7, 8, and 9; and Institution Inmates Chapter revisions 9, 10 and 11.

This material is to be entered in your copy of the Manual of Policies and Procedures in accordance with the printed Introduction, and the revision numbers are to be canceled on the separators for the indicated chapters.

Personal Property and Institution Inmates chapters revisions were adopted by the Social Welfare Board on April 23, 1942, the WPA Referral and Certification Chapter on March 26, 1942.

The WPA Referral and Certification Chapter embodies the material now contained in "Referral and Certification Procedure for Work Projects Administration Employment," (July 29, 1941) and "Standards of Eligibility for Referral to the WPA Program," (August 21, 1941) and, in addition, incorporates recent changes. This chapter amends the contractual agreements entered into by the State Department of Social Welfare and counties relative to referrals to WPA. It is effective immediately.

Your attention is directed particularly to the following sections:

Sec. 071-95 *Item 4 of this section has been amplified.*

Sec. 074-15 *Under certain conditions, a provisional appointment may be extended for a total period of not more than twelve months.*

Sec. 074-50 *Under certain conditions, provisional employment prior to the establishment of the first eligible lists may be included in the probationary period.*

Sec. 076-53 *This is a new section setting forth merit system appeal procedure.*

Sec. 143-89 *This is a new section. It sets forth the required investigation of insurance.*

Sec. 146-15 *This is a new section. It discusses the status of personal property held in escrow.*

Sec. 752-00 The budget used in determining eligibility for referral to WPA has been increased 10%.

Sec. 751-45 Amounts of allowable life insurance have been changed and now a \$1500 policy for a single person and a \$1500 policy for a head of a family are exempt from consideration as a resource.

Sec. 753-50 The instructions are for completing WPA Form 605 as revised December 20, 1941, which is to be supplied by the WPA at a later date. In the meantime, the instructions contained in "Referral and Certification Procedure for Work Projects Administration Employment" remain in effect.

Sec. 754-35 The weekly report, Temp 53, is eliminated and the same data are required in a slightly different manner on the new monthly report, Form WPA-2-SW. In addition, one other monthly report, Form WPA-1-SW, is required. This form provides for a summary of certifications and a review of referrals.

The following section has been deleted; we shall appreciate your striking it from the Personal Property Chapter table of contents:

Sec. 146-40 Recipient's Responsibility in Transferring Personal Property.

Statements contained in the manual take precedence over the same material previously released in bulletins

A supply of Forms WPA-1-SW and WPA-2-SW will be mailed to appropriate counties under separate cover. Requests for additional copies of these forms should be addressed to the State Department of Social Welfare, 616 K Street, Sacramento, California.

072-00

V

FARE PERSONNEL STANDARDS Or

ation and Administration

9. He has failed to submit his application correctly or within prescribed time limits;
10. He has taken part in compilation, administration, or correction of the examinations;
11. He subscribes to subversive principles or advocates overthrow of or change in the form of government now existing in the United States and the State of California by any means other than as provided in the respective constitutions thereof;
12. He has otherwise violated provisions of these rules.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet preliminary requirements shall be notified by letter addressed to his last-known address sufficiently in advance of the examination to allow for submission of additional evidence to examining agency.

Any person whose name is removed from an eligible list may appeal to SSWB for reconsideration. (See Sec. 072-60, Appeal From Removal From Eligible List.)

072-00 Sec. 072-00 Conduct of Examinations

WPS

Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The examining agency may designate such monitors as may be necessary to conduct examinations under prescribed instructions.

The identity of persons taking competitive written examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the examining agency to each applicant. Any examination papers bearing name of applicant or identification other than an identification number shall be rejected. In cases of rejection, examining agency shall promptly notify applicant.

072-05 Sec. 072-05 Rating Examinations

WPS

The examining agency shall determine the results of each applicant's examination in accordance with the weights for the several parts established by the examining agency in conformity with these rules as set forth in the examination announcement. All applicants in the same examination shall be accorded uniform and equal treatment in all phases of the examination procedure except that applicants who are eligible for veterans' preference shall be given additional credit in open competitive examinations in the manner outlined in this section.

In the case of all open competitive examinations, veterans with thirty days or more of service, who become eligible for certification from eligible lists by attaining the passing mark established for the examination, shall be allowed an additional credit of five points, which shall be added to the percentages attained in such examinations by such veterans, and they shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after such credit of five points shall have been added.

Proof of eligibility for veterans' preference shall be submitted not later than the date of the examination by filing such proof in the form prescribed by the SSWB.

All ties shall be decided in favor of veterans. In the case of promotional examinations, no credit for veterans' preference shall be allowed to veterans.

It is the purpose of this section to give preference to all persons who have served the Government and the people in the Army, Navy, Marine Corps, Revenue Marine Service, or as active nurses in the American Red Cross or the Army and Navy Nurse Corps, and particularly to persons who have rendered such service during the Ally-Germanic War, the Spanish-American War, the Philippine insurrection, the Boxer uprising, the Indian wars, or the Civil War.

Examining agency shall utilize appropriate scientific techniques and procedures in rating results of examinations and in determining final scores of competitors. In determining the system for rating results of examinations, examining agency shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list.

072-07 Sec. 072-07 Applicant May Be Placed on List for Lower Class

WPS

Where an examination is being held for any given class, the examining agency may place an applicant on a list for the lower class, if in its opinion the applicant is qualified to fill lower class of position but is not qualified to fill the higher position; provided, however, that an examination has been announced and is in progress for said lower class. An applicant applying for an examination on a promotional basis may in same manner and under similar conditions be passed in an open examination if such is in process at same time.

072-10 Sec. 072-10 Rating Training and Experience

WPS

If training and experience form a part of the total examination, examining agency shall determine a procedure for evaluation of training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to pertinency of the training. This procedure shall allow for substitution of training for experience, and experience for training, within limits stated in class specifications.

072-15 Sec. 072-15 Investigations

WPS

Before rating training and experience or prior to certification from eligible list, examining agency may, and for positions involving important administrative and executive functions shall, investigate applicant's training and experience to verify statements contained in his application form and to adduce evidence regarding his character and fitness. If this investigation produces information affecting the rating of training and experience, examining agency shall rate or rerate the applicant's record accordingly, and make necessary adjustments in eligible list. The applicant shall be promptly notified of such rerating.

072-20 Sec. 072-20 Qualification Appraisals

WPS

In examinations where education, experience and personal qualifications of candidates are to be rated as part of the total examination for a position, examining agency shall appoint one or more Qualification Appraisal Boards as needed. A Qualification Appraisal Board shall consist of persons known to be interested in improvement of public administration and in selection of efficient government personnel, and at least one of whom shall be technically familiar with character of work in position for which applicant will be examined. No officer or employee of any county agency for positions in which examinations are being offered, nor any person holding political office, nor any officer or committee member of any political organization, nor any person actively engaged in the work of any political organization, shall serve as a member of any such board. If practicable, all applicants qualifying for same class shall be rated by same Qualification Appraisal Board.

072-25 Sec. 072-25 Notice of Examination Results

WPS

Each applicant shall be notified in writing by examining agency of his final rating as soon as rating of examination has been completed and eligible list established.

Sec. 071-60 Contents of Qualifying and Open Competitive Examinations

071-60

WPS

Examinations shall include:

1. Practical written tests as an integral part of all examinations (for exception, see Sec. 075-35, Noncompetitive Promotions);
2. A competitive performance test for stenographic and typing positions and a qualifying performance test for other positions involving the operation of office machines;
3. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;
4. Qualification appraisals for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

After consultation with the SSWB the examining agency shall assign definite weights to each part of the examination and such weights shall be included in each public announcement of the examination.

Sec. 071-65 Notice of Examinations

071-65

WPS

The examining agency shall give public announcement of all examinations at least three weeks in advance of the closing date for receipt of applications. Every reasonable effort shall be made to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout State and copies shall be sent to newspapers of State-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as examining agency may deem expedient.

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;
9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination.

Sec. 071-80 Filing Applications

071-80

WPS

All applications shall be made upon official blanks furnished by examining agency filled out as therein directed, and filed in office of examining agency on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Applicants taking more than one examination shall file a separate and complete application for each such examination unless otherwise specified in the examination announcement.

Such applications shall include a statement from the applicant of all pertinent information regarding his training, experience, and age; and in addition, the examining agency may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other evidence of identification which is deemed necessary.

All applications shall be signed, and the truth of all statements contained therein certified by such signature.

All applications and examination papers are confidential records of examining agency and under no circumstances will they be returned to applicants.

Sec. 071-85 Qualifications of Applicants

071-85

WPS

Applicants shall:

1. Be citizens of United States;
2. Be residents of State of California at time of examination and have been residents of this State for at least one year immediately prior to date of examination;
3. Possess all entrance requirements specified in minimum qualifications established for class;
4. Be of good moral character, of temperate habits, and in all respects mentally and physically competent to perform duties of position for which candidate is competing.

Sec. 071-95 Disqualification of Applicants

071-95

WPS

Under the supervision and direction of the SSWB, examining agency may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from an eligible list, or refuse to certify any eligible on an eligible list if:

1. He is found to lack any of the preliminary requirements established for the examination for the class of position;
2. He is so disabled as to be rendered unfit for performance of duties of the class;
3. He is addicted to use of narcotics or habitual use of intoxicating liquors to excess;
4. He has been convicted of any infamous crime or other crime involving moral turpitude;
 - a. When offense was a misdemeanor, Personnel Officer may recommend to Director that disqualification under this section shall not be effected;
 - b. When offense was a felony, Personnel Officer shall secure and submit to Director complete information on the facts surrounding the case, the Director shall then decide whether disqualification under this section shall be effected;
 - c. When an applicant has been convicted of commission of a felony and it is decided that disqualification under this section is not effected, notice of such fact shall be given to appointing authority whenever applicant's name is certified for appointment.
5. He has made false statement of material fact in his application;
6. He has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;
7. He has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment;
8. He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;

074-30 **Sec. 074-30 Emergency Appointments**

WPS

Whenever an emergency exists which requires the immediate services of one or more persons and it is not possible to secure such persons from appropriate eligible lists, appointing authority may appoint a person or persons without regard to other provisions of these rules governing appointments. In no case, however, shall an emergency appointment continue for a longer period than ninety (90) days in any twelve-month period unless approved by SSWB. Each emergency appointment shall, when appointment is made, be reported in writing to SDSW by appointing authority.

074-35 **Sec. 074-35 Limited Term Appointments**

WPS

If an employee is needed for a temporary period, a certification shall be made by the examining agency of names of those eligibles, in the order of their places on an appropriate employment list, who have indicated willingness to accept limited term employment.

Certification shall be made in manner set forth in Sec. 073-60, Certification of Names. Appointments shall be made in same manner as prescribed in this rule for probationary appointments. Duration of a limited term appointment shall be limited to a period not to exceed one day less than probationary period. Acceptance or refusal of an appointment shall not affect an eligible's standing on an eligible list or his eligibility for a probationary appointment, and the period of temporary service shall not constitute a part of a probationary period. Successive limited term appointments to same position shall not be made nor shall an employee receive continued limited term appointments.

074-50 **Sec. 074-50 Nature, Purpose, and Duration of Probationary Period**

WPS

The probationary period shall be an essential part of the examination process, and shall be utilized for the most effective adjustment of a new employee and for elimination of any probationary employee whose performance does not meet required standard of work.

All appointments from officially promulgated eligible lists for original entrance or promotion shall be for a probationary period of one year.

Probationary period shall not include the time served under temporary appointment or under certification to provisional or limited term positions, except as otherwise provided in these rules, but shall date from time of appointment to a permanent position after certification. However, the period of continuous employment served by a provisional employee prior to the establishment of the first eligible lists on January 15, 1942, and February 1, 1942, shall be included in the probationary period *provided that*, without break in the continuity of his employment, employee is certified and appointed to a position in the same classification as his provisional appointment. In case of employees engaged on a daily basis, probationary period requirement shall be deemed satisfied if the employee works an average of twenty days or more for each month of probationary period; otherwise probation shall be deemed completed upon serving twenty days for each month of probation required, regardless of the number of calendar months over which such service extends.

Probationer who resigns or is laid off during probationary period shall, in event of reemployment, be required to complete only the balance of probationary period. An employee dismissed during probationary period and restored to eligible list shall begin a new period of probation if subsequently certified and appointed.

074-60 **Sec. 074-60 Conditions Preliminary to Permanent Appointment**

WPS

Permanent appointment of a probationary employee shall begin with the date ending probationary period, provided that SDSW has received from appointing authority a statement in writing that services of employee during probationary period have been satisfactory and that employee is recommended to be continued in the service. The statement shall contain an appraisal of the value of employee's services and shall include a service rating upon a form prescribed by SDSW. It shall be responsibility of SDSW to obtain such statement with recommendations four weeks prior to end of probationary period. If it is determined that services of employee have been unsatisfactory, SDSW shall notify employee in writing not more than five days after receiving a statement from appointing authority that employee's services are to be terminated. An employee whose appointment is to be made permanent shall also be notified. SDSW shall notify examining agency of action taken regarding services of employee.

074-70 **Sec. 074-70 Promotion During Probation**

WPS

The serving of a probationary period shall not, of itself, prevent an employee from being promoted to a position in a higher class, provided he is certified from an appropriate eligible list for such higher class of position in accordance with provisions of Sec. 073-60, Certification of Names. If, within the above-mentioned limitations, an employee is promoted in this way during a probationary period, the probationary period for the class of position to which he is promoted shall begin with date of appointment to such latter class of position.

074-75 **Sec. 074-75 Dismissal During Probation**

WPS

At any time during a probationary period an employee may be separated from the service without right of appeal or hearing, but reasons given for the dismissal shall be submitted in writing to SDSW. A copy of the reasons for dismissal shall be delivered to employee before separation may be finally effective, and a copy shall be filed with examining agency for permanent record. Unless an appointment is made permanent by appointing authority at close of probationary period in accordance with provisions of Sec. 074-60, Conditions Preliminary to Permanent Appointment, services of employee shall be automatically terminated, and no further salary or other compensation shall be payable to him.

The SDSW, with approval of SSWB and after consultation with appointing authority, may restore the name of a probationary appointee, whose services have been terminated, to eligible list from which he was certified, in accordance with the procedure described in Sec. 076-15, Withdrawal of Resignation, but examining agency shall not in the future certify the name of such person to same appointing authority from same eligible list.

074-80 **Sec. 074-80 Demotion of Probationer**

WPS

A probationer who in judgment of appointing authority is not suitable for permanent employment in class to which he was appointed, but is suitable for employment in a related lower class, may, upon request of appointing authority and with approval of SDSW, be demoted to such lower class, by proceeding substantially as in these rules required for dismissal of such probationer.

Sec. 073-75 Acceptable Conditions of Employment

073-75

WPS

Examining agency shall ascertain from each eligible the salary, tenure, location, and other pertinent conditions of employment under which eligible will accept appointment, and such statement of acceptable conditions of employment by eligible shall constitute an automatic waiver of certification to positions having less acceptable conditions of employment. Conditions of employment acceptable to an eligible may at any time be changed at his written request, but in such event he shall not be entitled to consideration for appointment to any position for which certifications have already been forwarded to appointing authority, unless an eligible previously certified should subsequently waive.

Sec. 073-80 Waiver of Appointment

073-80

WPS

An eligible may, for a reason satisfactory to SDSW, waive appointment after certification, but after three such waivers of permanent appointment to positions in any given class, his name shall be removed from the employment list for that class, and he shall not be eligible for further certification from that list. In extraordinary cases where waivers are caused by circumstances beyond control of the eligible, SDSW may restore the eligible to the list on a satisfactory explanation to SDSW of reasons for waiver.

Sec. 073-90 Voluntary Withdrawal From Active List

073-90

WPS

An eligible may at any time have his name temporarily withdrawn from employment list and placed upon inactive list on giving in writing reasons satisfactory to SDSW, and his name may be restored to employment list at discretion of SDSW upon written application of eligible during period of his eligibility.

Sec. 074-00 Original Appointments

074-00

WPS

All appointments to positions in the county agencies exclusive of exempt positions shall be made in accordance with this rule. Selection shall be made for each position from the three highest available names on the certificate submitted in accordance with provisions of Sec. 073-60, Certification of Names.

In selecting persons from among those certified, appointing authority shall be permitted to examine their applications and reports of investigations and to interview them. Final selection shall be reported in writing by SDSW to examining agency.

If eligible selected declines appointment, evidence of declination and other such data shall be transmitted to examining agency for permanent record.

Before appointment eligible may be required to pass a satisfactory physical examination.

Sec. 074-10 Employees Appointed Prior to Date of Adoption of These Rules

074-10

WPS

An employee who is certified by the agency as having given satisfactory service on or before December 31, 1939, may be admitted to the examination for the position held by him as of that date, without regard to minimum qualifications of training and experience. Upon certification of examining agency that he has qualified in the examination held in accordance with the provisions of Sec. 071-55, Types of Examinations, he may be appointed as a permanent employee. Permanent status of such an employee shall date from certification of examining agency that he has qualified in the examination.

An employee, certified in accordance with paragraph 1 of this section as having given satisfactory service, who has been transferred or promoted to another position subsequent to December 31, 1939, but prior to the examination for the position currently held, shall be required to submit adequate evidence to SDSW that he possesses required ability and fitness to perform duties of the position in order to be admitted to the examination for that position. Such an employee may, on certification of examining agency that he has qualified in examination for that position, be retained as a permanent employee. Permanent status of such an employee shall date one year from date of appointment to the position after certification by the examining agency that he has qualified in examination. An employee, transferred or promoted as described above, who fails to qualify in the examination for the position currently held by him may, on certification of examining agency that he has qualified in the examination for the position held by him on December 31, 1939, be retained in that position provided there is a vacancy in the class.

An employee who fails to qualify in the examination for either of the positions referred to in paragraphs 1 and 2 of this section shall be removed from his position within ninety (90) days after establishment of a list of eligibles for such position or positions.

Sec. 074-15 Provisional Appointments

074-15

WPS

If, in opinion of appointing authority, there are urgent reasons for filling a position and there are no eligibles on any appropriate employment list, appointing authority may submit to SDSW name of person to fill the position pending examination and establishment of an eligible list. If such person's qualifications have been certified by examining agency as meeting minimum requirements as to training and experience for the position, such person may be provisionally appointed to fill existing vacancy only until an appropriate eligible list is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefor, in accordance with these rules. No provisional appointment shall be continued for more than ninety (90) days after an appropriate eligible list has been established for the class of position and in no event for more than six (6) months from date of appointment; except that when a provisional employee has filed a relevant examination appeal which is granted a hearing by the SSWB, his appointment may continue during the pendency of such appeal. Successive provisional appointments of same person shall not be permitted and a position shall not be filled by repeated provisional appointments.

The period of provisional appointment shall not constitute a part of the probationary period except as provided in Sec. 074-50, Probationary Period. Employees not covered by Sec. 074-10, Employees Appointed Prior to Adoption of These Rules, and all appointments made subsequent to the adoption of these rules but prior to the holding of examinations, shall be regarded as provisional employees.

Notwithstanding any other provisions of these rules regarding provisional appointments, where there is an established eligible list for a given classification but there are no immediately available eligibles for appointment, SDSW may approve the extension of a provisional appointment for an additional 6 months but the provisional appointment shall not exceed a total of 12 consecutive months.

076-60 Sec. 076-60 Appeal From Removal From Eligible List

WPS

An eligible whose name has been removed from an eligible list for any of the reasons specified in Sec. 073-10, Removal of Names From Eligible List, may appeal to SSWB for reconsideration. Such appeal shall be filed in writing with SDSW within 30 days after date on which notification was mailed to applicant. SDSW shall refer the appeal with all pertinent information to SSWB. SSWB, after investigation, shall make its decision and shall notify the eligible accordingly.

076-70 Sec. 076-70 Appeal From Dismissal, Suspension, or Demotion

WPS

Permanent employee who is dismissed, suspended, or demoted shall have right to appeal to SSWB not later than 30 days after effective date of dismissal, suspension, or demotion. Such appeal shall be in writing and shall be transmitted to SDSW which shall arrange a formal hearing within reasonable time after receipt of appeal. Both employee and county agency shall be notified reasonably in advance of the hearing and shall have right to present witnesses and give evidence before SSWB.

The SSWB, within 30 days after the hearing, shall make its recommendations in writing to county agency for consideration. After consideration of recommendations of SSWB, county agency shall make its decision which shall be final and which shall be duly recorded in permanent records of SDSW. SDSW shall, in writing, promptly notify employee of final decision of county.

All hearings and investigations of charges for dismissal of an employee shall be public and shall be governed by the provisions of these rules; and in the conduct thereof neither SSWB, its representative, nor any other party, shall be bound by technical rules of evidence, nor shall informality in any proceedings or in manner of taking testimony invalidate any order, decision, rule, or regulation made, approved, or governed by SSWB.

Appellant at such hearings shall have opportunity to present whatever competent evidence he may desire to submit in his own defense and shall have right to be represented by counsel. Witnesses may be subpoenaed by SSWB, and SSWB shall have power to compel attendance of witnesses in accordance with this section.

077-01 Sec. 077-01 Allowance for Leaves of Absence

WPS

Subject to the approval of the county welfare director and the county board of supervisors, any permanent employee may be granted a leave of absence without pay for a period not to exceed one year. An original leave of absence granted for a period of less than one year may be extended at the employee's request, and upon the approval of the county board of supervisors, for a period which when added to the period of the original leave of absence will not total more than one year.

077-02 Sec. 077-02 Granting Leaves of Absence

WPS

Leaves of absence without pay may be granted to permanent employees for any of the following reasons:

1. To attend an institution of learning to improve the skills, knowledges, and techniques of their work in the county welfare department;
2. Pregnancy;
3. Illness or disability;
4. Any other reason approved by the SDSW.

An employee requesting a leave of absence shall file his request in writing with the appointing officer. Such written request shall include the reasons for the request and the period for which the leave of absence is requested.

The appointing officer shall notify the SDSW of all approved leaves of absence, the period of the leave of absence, and the reasons for which the leave of absence was granted. The separation form (Form PS 21) used by the county welfare departments to report all separations of personnel to the SDSW shall be used for reporting leaves of absence.

An employee granted a leave of absence has a right to reinstatement to his former position upon the expiration of the period of his approved leave of absence, provided his position has not been abolished during his absence. In the event the employee's position has been abolished during the period of his leave of absence, his name shall be placed on the reemployment list for the appropriate classification.

If, during the course of the leave of absence, the employee has obtained a permanent position elsewhere, it shall be the duty of the employee to notify the appointing authority by tendering his resignation from the position from which he was granted a leave of absence.

Persons filling vacancies created by an employee's approved leave of absence shall be informed by the appointing officer that the tenure of their employment is temporary and subject to the return of the employee granted the leave of absence.

The failure of an employee to notify the appointing officer of his availability for reinstatement within ten days after the expiration of the period of the approved leave of absence shall constitute an automatic resignation.

Sec. 076-40 Dismissal

076-40

WPS

Appointing authority may dismiss any employee who, after appointment, has been convicted of an offense in connection with his duties, or of any felony or crime involving moral turpitude. "Conviction" here means a plea or determination of guilt in any court of record, and when such conviction is final, employee shall have no recourse to appeal to the SSWB.

Appointing authority may dismiss any permanent employee who is negligent or inefficient in his duties, unfit to perform his duties, or is guilty of gross misconduct. In case of such dismissal, employee shall be given 15 days' notice in writing by appointing authority stating specific reasons therefor. In extreme cases involving safety, morale, or efficiency of the service, appointing authority may immediately suspend an employee pending dismissal procedure.

In dismissals for cause and other punishments, like penalties shall be imposed for like offenses.

Whenever a dismissed employee who had permanent status, has been adjudged by the SSWB after appeal as dismissed without sufficient cause by appointing authority, the SSWB may place name of dismissed employee on eligible list from which it was taken with its original percentage rating. Such restoration, however, shall not permit a certification to position or to county agency from which employee has been dismissed, except upon written request of appointing authority.

Sec. 076-50 Appeal for Review of Examinations

076-50

WPS

Beginning the second working day after a written examination has been held and extending for a period of ten working days thereafter, any candidate may inspect a keyed copy of questions in examination in which he has been a candidate, and may during such period of inspection file in writing an appeal against any part of the test, citing item or items against which appeal is directed, and reason for such appeal. An eligible list resulting from such test shall not thereafter be established until all of disputed items have been reviewed and appropriate adjustment made by correction in scoring key or elimination of items. Thereafter, no candidate shall be entitled to further appeal against results of the written examination except on grounds of fraud in scoring papers; provided, that nothing contained in this section shall nullify right of candidate to inspect his papers. Examining agency may provide an opportunity for review of test material at such places for such period of time as circumstances may from time to time require.

Any applicant who has taken an examination may appeal to the SSWB for review of his rating in any part of such examination to assure that uniform rating procedures have been applied equally and fairly. Such appeal must be filed in writing at the office of the SDSW within 30 days after the date on which the notification of the results of such examination was mailed to the applicant.

The SSWB will consider appeals from the decisions and ratings of qualifications appraisal boards solely for the reasons and upon the conditions, as follows:

1. For alleged irregularity, bias or fraud in the conduct of the investigation or interview; or
2. For alleged erroneous interpretation and application of the minimum qualifications prescribed for the examination; and
3. Upon receipt by the SSWB, within thirty days of the sending out of the notice of test results, of a written statement by the competitor setting forth the facts upon which he bases his appeal and the determination by the SSWB whether or not good cause exists for the consideration of the appeal.

If, upon considering such an appeal, the SSWB decides that the competitor possesses the minimum qualifications of education, experience, personal traits and fitness for the classification and merits a passing rating, it shall, in the absence of fraud on the part of the qualifications appraisal board, give him a rating on education, experience, and/or personal qualifications not in excess of the minimum passing grade prescribed for the examination.

A rating in any part of an examination shall not be changed unless compliance with the foregoing conditions has been made and unless it is found by the SSWB that a substantial error has been made. The SSWB's decision with respect to a review or change shall be final and shall be entered in its minutes. A correction in the rating shall not affect a certification or appointment which may have already been made from the eligible list.

Sec. 076-53 Procedure on Appeals for Review of Examinations

076-53

WPS

Upon the granting of a hearing on an examination appeal, SSWB shall request examining agency to prepare a report in answer to the appeal. A copy of such report shall be sent to appellant by registered mail at least 10 days prior to the hearing.

Appeals shall be heard on an informal basis by a referee appointed from the SSWB by its chairman. Employees of the SDSW whose presence is requested by the referee or the Chairman of the SSWB may be present at any appeal to render such assistance as may be required; however, no such employee shall appear in behalf of or against any appellant except upon subpoena.

Appellant shall be permitted to bring witnesses, papers or such documents as he finds necessary and may be represented by counsel.

Referee shall announce at the close of the hearing the date on which his report will be presented to the SSWB. Appellant shall be notified 10 days prior to the meeting. Assistant secretary of the SSWB shall notify appellant at least 10 days prior to the meeting of the date, time and place of the SSWB meeting at which his appeal will be presented.

Decision of the SSWB on any appeal shall be final. Rehearing of appeal may be granted if the SSWB is satisfied that new evidence is available which would affect the decision previously rendered or on discovery of a mistake of fact or law.

142-10 Sec. 142-10 Limitations on Personal Property

W. & I. C. SECS. 103; 103.5; 1521; 1560

ANC

No aid under the ANC Law shall be granted or paid for any orphan child who has cash or securities, the total value of which exceeds \$250, nor for any child or children in one family who have, or whose parents have, or the child or children and parents have, cash or securities the combined value of which exceeds \$500. (See Sec. 141-05, Types of Personal Property.)

An orphan means a whole orphan. Each whole orphan of a group of whole orphans of one family may have cash or securities valued at \$250. A parent/parents and one child or a parent/parents and several children may have combined cash and securities valued at \$500.

Cash and securities, including cash surrender value of insurance, are the only types of personal property considered in determining eligibility for ANC. The value of household furnishings, or live stock and farm equipment are not considered. The maintenance of a car by a parent of children receiving ANC is authorized only when it is necessary as a means of adding to the household income, or if required for transportation or the conveying of supplies.

142-25 Sec. 142-25 Change in Value of Personal Property

W. & I. C. SECS. 1560; 2140; 2141; 3075; 3460

OAS; ANB; APSB; ANC

The value of personal property may increase or decrease due to the fluctuating nature of the value of individual holdings; for example, the value of stocks and other securities. In general, the cash surrender value of insurance increases with the lapse of time.

In OAS, ANB, and APSB eligibility may be affected as the value of live stock varies with market conditions and with the natural increase of flocks and herds. Automobiles decrease in value as they become older.

When the value of personal property holdings of the applicant or recipient (parent or child in ANC) approaches the maximum permitted under the law, a slight variation in the value of an individual holding may affect eligibility for aid and a redetermination of the value is necessary at frequent intervals.

Sec. 142-00 Limitations on Personal Property W. & I.C. SEC. 2163

142-00

OAS

The separate personal property of the applicant together with his share of the personal property which is held in community with the spouse shall not exceed \$500. Each of a couple is eligible when the separate personal property of the particular applicant together with his share of the community property does not exceed this amount and other eligibility requirements are met. (See Sec. 141-00, Types of Personal Property, and Sec. 143-85, Insurance Exempt as Personal Property.)

Sec. 142-05 Limitations on Personal Property W. & I. C. SECS. 103; 103.6; 3047; 3075; 3047; 3060

142-05

ANB; APSB

A recipient of ANB may own cash, securities or cash surrender value of insurance sufficient for relief from the distress of poverty, including a reasonable reserve for contingencies, of \$500 in value. (See Sec. 141-00, Types of Personal Property, for examples of other personal property and Sec. 143-85, Insurance Exempt as Personal Property.) When a recipient's circumstances indicate the possibility of rehabilitation, and he has taken definite steps to avail himself of a plan of rehabilitation, he may own additional cash, securities or cash surrender value of insurance, of a value reasonably necessary or advantageous to carry out such plan.

Approval of an application for APSB includes approval of a plan for self-support, therefore, the \$500 limitation on cash, securities and cash surrender value of insurance is not applicable to recipients of APSB.

In no instance may a recipient of ANB or APSB own real or personal property the combined assessed value of which, less all encumbrances thereon of record, exceeds \$3,000.

143-15 Sec. 143-15 Encumbrances on Personal Property

H. & I.C. secs. 103; 103.5; 103.6; 1521; 1560; 2140;
2141; 2163; 3047; 3075; 3447; 3460; C.C. secs. 2963; 1164;
1170

OAS; ANB; APSB; ANC

In ANB and APSB, encumbrances of public record shall be deducted from the county assessed valuation of personal property in determining eligibility. Encumbrances include any debt for which the personal property is security. To be deductible, the encumbrance must be one of public record.

See Sec. 132-03, Encumbrances of Record Deducted From Assessed Value of Real Property, which applies likewise to personal property.

There are many forms of encumbrances against personal property. Some of the more common are:

1. Chattel mortgages;
2. A loan for which stocks or bonds are collateral;
3. Attachments for debts, taxes, etc.

In OAS and ANC, encumbrances against items of personal property shall not be deducted in determining the value of the personal property. For example, even though notes or other securities may have been assigned or hypothecated to assure payment of certain debts, their full market value shall be considered in determining eligibility for aid unless actual transfer of ownership is effected. (For exception in case of loans against insurance, see Sec. 143-05, Determination of Value of Personal Property, and Sec. 143-86, Determination of Value of Nonexempt Insurance.)

Sec. 143-00 Determination of Value of Personal Property W. & I. C. SECS. 103; 103.5; 2140; 2141; 2163 143-00
OAS

The value of all personal property owned by an applicant shall be considered in determining eligibility for OAS. (See Sec. 141-00, Types of Personal Property, and Sec. 143-79, Determination of Value of Clothing.)

The current market value of items of personal property is used in determining the value of personal property holdings.

Sec. 143-05 Determination of Value of Personal Property W. & I. C. SECS. 103; 103.5; 1521; 1560 143-05
ANC

The actual amount of cash on hand, in bank accounts (commercial, savings, and others), in postal savings and building and loan association accounts, shall be considered in determining the value of personal property holdings. The net current cash surrender value of insurance, and the market value of stocks, bonds, notes, mortgages, deeds of trust, etc., shall be considered in establishing eligibility.

Encumbrances against items of personal property may not be deducted from the market value except in the case of loans advanced by insurance companies on policies owned by the applicant or recipient.

Sec. 143-10 Determination of Value of Personal Property W. & I. C. SECS. 3047; 3047; 103; 103.6; 3075; 3460 143-10
ANB; APSB

The total county assessed value of the applicant's separate personal property and his share of community personal property, less all encumbrances of public record thereon, shall be considered in determining eligibility.

The local county assessor's rolls shall be searched for the current year or for the most recent year for which the records are available. Encumbrances of record claimed by the applicant shall be recorded in the county case record and investigated if the total assessed value of real and personal property approaches, equals or exceeds \$3,000. The county record shall contain a report of the search and other verification. These reports should be signed by the person making the investigation.

143-87 **Sec. 143-87 Effect of Loans Against Insurance** U. & I. C. SECS. 103; 103.5; 103.6; 2140; 2141; 2163;
OAS; ANB; APSB 3047; 3075; 3447; 3460

An applicant who was adjudged ineligible in the past (or would have been ineligible had application been made) because of the cash surrender value of life insurance may subsequently borrow on such insurance without disqualifying himself for future aid. A loan may have been made against the policy or policies of insurance for the purpose of immediate maintenance of the insured and/or his dependents. Under these circumstances eligibility is not impaired, provided personal property holdings are within the maximum, even though the loan against the insurance may have reduced the net value at maturity of the policy or policies of insurance in sufficient amount to render the applicant no longer ineligible because of personal property.

143-88 **Sec. 143-88 Insurance Adjustments** U. & I. C. SECS. 103; 103.5; 103.6; 2140; 2141; 3075; 3460
OAS; ANB; APSB

That adjustment which will best conserve the assets of the insured shall be made when an insurance adjustment is necessary.

The Life Insurance Adjustment Bureau, 450 Seventh Ave., New York, New York, renders service to recognized social agencies in connection with adjustment of insurance issued by the Metropolitan Life Insurance Company, Prudential Insurance Company of America and the John Hancock Mutual Life Insurance Company. Adjustment problems in connection with other types of insurance should be taken up directly with the company concerned.

Sec. 143-86 Determination of Value of Nonexempt InsuranceW. & I.C. SECS. 103; 103.5; 103.6; 2140;
2141; 2163; 3047; 3075; 3447; 3460

143-86

OAS; ANB; APSB

Personal property shall include the net cash surrender value of all policies of insurance issued less than five years prior to the date aid is granted. Personal property shall also include the net cash surrender value of all policies of insurance, irrespective of the date of issuance, when the net value at maturity of the policy or policies exceeds \$1,000. (See Sec. 143-85, Insurance Exempt as Personal Property.)

Some insurance policies give an option to the insured to use dividends earned by the policy to purchase paid-up additions to the policy. When accumulated dividends have been converted into paid-up additions, the amount of the additions must be considered in determining the net value of the policy at maturity. When the dividends are not used to purchase additions to the policy, but remain with the company where they are available to the applicant upon demand, the amount of such dividends represents personal property which must be considered in determining eligibility.

Net value at maturity is determined by adding the amount of paid-up additions, if any, to the face value of the policy and subtracting the amount of any loans made by the company against that policy.

Date of maturity is the date on which the net value at maturity becomes due and payable. Most insurance policies do not mature until the death of the insured. A "20 or 30 pay" life insurance policy normally matures upon the death of the insured and not with the completion of the premium payments or at the end of any specified period of time. However, the net maturity value of an endowment policy becomes payable at the expiration of a specified period, i.e., 20 years in the case of a 20-year endowment. Upon reaching the maturity date, the net maturity value of the policy becomes personal property to be considered in determining eligibility for the particular category of aid. The fact that the insured elects to leave the funds representing the maturity value of the endowment policy on deposit with the company does not alter this situation.

Some insurance policies specifically provide for cash selective age benefit payments at a certain age upon surrender of the insurance certificate. The amount of the cash selective benefit is always less than the face value of the policy. If the insured elects to accept the cash selective age benefit, surrendering his policy, the insurance matures at that time. On the other hand, if the insured lets the insurance continue as a life policy, such a policy does not mature until the death of the insured.

Net cash surrender value is determined by subtracting from the cash surrender value of the policy or policies the amount of any loans made by the company against that policy.

Date of policy is the date on which the policy was issued, and this date shall be considered in determining the age of the policy. However, when a new or adjusted policy is issued in lieu of another, and the original policy gave the insured the option of converting it, the converted policy is treated as a continuation of the original, and the date of issuance of the original policy is considered. A new policy issued not by reason of any rights granted in the original policy but as a new and unrelated contract, is considered to have been in existence only from the date the policy was issued.

Annuities usually are irrevocable and have no cash or loan value. Where annuities have a cash surrender value this value shall be considered as personal property unless the insurance falls within the exemption allowed in the law.

144-00 Sec. 144-00 Determination of Value of Personal Property Being Purchased Under Conditional Sales Contract W. & I. C. SECS. 103; 103.5; 103.6; 2140; 2141; 2163; 3047; 3075; 3447; 3460
OAS; ANB; APSB

When personal property is being purchased on a conditional sales contract, the market value of the purchaser's equity in the article shall be considered in determining eligibility for OAS. In ANB and APSB, the assessed value of the purchaser's equity in such articles shall be considered.

In OAS, the market value of the purchaser's equity represents the difference between the current market value of the goods being purchased and the remainder due on the contract. There will be no equity when the remainder due exceeds the current market value. In ANB and APSB, the purchaser's equity is the difference between the assessed valuation and the amount due on the contract. When the balance due on the contract is greater than the assessed valuation, there is no equity.

In the absence of information to the contrary, it is the presumption that payments are being made regularly in accordance with the terms of the contract of sale.

144-05 Sec. 144-05 Determination of Value of Articles Sold Under Conditional Sales Contract
OAS; ANB; APSB W. & I. C. SECS. 103; 103.5; 103.6; 2140; 2141; 2163; 3047; 3075; 3447; 3460

In OAS, ANB, and APSB, the value of articles of personal property sold under conditional sales contract represents personal property of the seller, since title remains with him. Their value must be considered in determining eligibility of the seller for the particular category of aid until such time as title passes to the buyer.

In OAS, the current market value of articles being sold under conditional sales contract represents the value to be included when determining personal property holdings. In ANB and APSB, the county assessed value of such articles is considered when determining eligibility.

The return, exclusive of interest, to the seller of articles of personal property under a conditional sales contract represents personal property, and when the value of total personal property holdings remains within the maximum for the particular category of aid, there is no occasion for interruption of aid.

Sec. 143-89 Verification of InsuranceH. & I. C. SECS. 103; 103.5; 103.6; 1521; 1560; 2140; 2141;
2163; 3047; 3075; 3447; 3460

143-89

OAS; ANB; APSB; ANC

In OAS, ANB, and APSB, all insurance policies carried in the name of the applicant (and/or spouse, if premium payments were made from community funds) shall be verified.

In ANC, all insurance policies carried in the name of the parents and/or children shall be verified. Cash surrender value of all policies shall be verified through the insurance company, except when examination of the policies clearly establishes that the total face value of all policies together with other cash and securities is within the maximum of \$500.

In OAS, ANB, and APSB, verification may be made either through correspondence with the insurance company or by examination of the policies and shall be made even though the premiums may be paid by other than the insured. The county record shall contain the following information regarding each policy; type of policy; date of issuance of policy; amount of premiums and by whom paid; cash surrender value; face value and value at maturity (and in OAS, ANB, and APSB, the amount of encumbrance against the policy); beneficiaries; disability or other special benefits.

In case disability benefits are available, there shall be further clearance of the amount available and conditions under which benefits will be paid. When the applicant, or in ANC the parent or child, is eligible to receive benefits at the time of application, he shall be required to avail himself of them.

Sec. 143-95 Leases as Personal PropertyC. C. SEC. 765; H. & I. C. SECS. 1521; 2163; 2163.5;
3047; 3447

143-95

OAS; ANB; APSB; ANC

Leases for a term of years are personal property. (See Glossary-Leases.) Exception: In OAS, a lease is real property when it is for a period of not less than 10 years and the leased premises are used as a place of residence for the lessee. (See Sec. 132-60, Real Property Held by Lease.)

When houses, cabins, etc., are placed upon leased land with the provision in the lease that houses, cabins, etc., remain the property of the lessee, such holdings represent personal property, if the lease is personal property, real property if the lease is real property.

The value of all leases considered personal property shall be determined, according to the provisions of the respective category of aid. (See Secs. 143-00, 143-05, 143-10, Determination of Value of Personal Property.)

When a gift of personal property is made under an agreement that the donee will provide full support for the donor for the remainder of his life, such donor is ineligible unless there is evidence that such life care contract is not enforceable.

The provisions of Sec. 135-85, Transfer of Real Property to Satisfy Debt, Sec. 136-00, Notice of Intention to Aid in Transfer of Real Property, Sec. 135-72, Transfer of Real Property for Fair Consideration, Sec. 135-25, Duration of Ineligibility Due to Transfer of Property, and Sec. 136-10, Recipients' Responsibility in Transferring Property, apply likewise to personal property.

Sec. 146-15 Property in Escrow W. & I.C. SECS. 103; 103.5; 103.6; 1521; 1560; 2140; 2141; 2163; 3047; 3075; 3447; 3460 146-15
OAS; ANB; APSB; ANC

Funds placed in escrow by the owner or held in an escrow account at the owner's request represent his personal property. Funds placed in escrow by purchaser of real property pending actual conveyance of the property to him are personal property of the buyer but not of the seller until after the transaction has been completed. When all conditions of the sale have been met and title to the real property has passed to the buyer, personal property in the escrow account becomes the property of the seller and shall be considered in determining his eligibility for aid. (See Sec. 132-58, Real Property Held in Escrow.) The fact that the seller may have instructed the escrow agent to withhold the funds is not a basis for eliminating them from consideration in determining his personal property holdings.

Sec. 147-00 Excess Assets in Personal Property W. & I.C. SECS. 103; 103.5; 103.6; 1521; 1560; 2007; 1506; 2140; 2141; 2163; 2222; 3006; 3047; 3075; 3405; 3447; 3460 147-00
OAS; ANB; APSB; ANC

If at any time a recipient in OAS, ANB, and APSB, child or children and/or parent or parents in ANC, become possessed of personal property in excess of the amount allowed for the particular category of aid, recipient shall notify the county immediately. County shall redetermine eligibility on the basis of present holdings. Effort shall be made to secure repayment of any aid received during a period of ineligibility. (For limitation on assets in ANB when there is no rehabilitation plan, see Sec. 142-05, Limitations on Personal Property.)

Sec. 147-05 Excess Assets in Personal Property Discovered After Death 147-05
W. & I. C. 2223
OAS

The provisions relating to excess assets in real property discovered at death set forth in Sec. 138-10, Excess Assets in Real Property Discovered at Death, apply equally in personal property.

160-00 Sec. 160-00 Provisions of W. & I. Code Regarding Institution Inmates

Old Age Security	Aid to Needy Blind	Aid to Needy Children
<p>Aid shall be given to every applicant in his own or in some other suitable home, in preference to placing him in an institution. (W. & I. C. 2005.)</p>	<p>No applicant shall receive ANB while he is an inmate of any institution supported in whole or in part by the State or any of its political subdivisions. Recipients of aid who are patients in a public hospital for a period not exceeding thirty days, and blind persons employed in a shop maintained by the State when such shop does not provide board and room to the employee, shall not be considered inmates of public institutions. No applicant shall be denied aid because he is attending or intends to attend any public high school in this State, the University of California, or any other institution of higher learning in this State.</p>	<p>No child maintained in an institution for whom a bona fide offer of a proper home has been made is eligible for further aid; but no institution shall be required to surrender a child to any person of religious faith different from that of the child or the parents of the child. (W. & I. C. 1524.)</p>
<p>Aid shall be granted to any person otherwise eligible who is not, at the time of receiving such aid, an inmate of any public home for the aged, or any public home, or any public institution of a custodial, correctional, or curative character, except in the case of temporary medical or surgical care in a public hospital not exceeding sixty days in duration.</p>	<p>Any such inmate may make an application for aid and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such an inmate.</p>	<p>An institution maintaining a needy child may make application to the SDSW for aid for the child. Section 1526 of the W. & I. Code does not apply to an application for aid when such application is filed with the SDSW by the institution. (W. & I. C. 1557.)</p>
<p>If he is otherwise eligible, such application shall be approved.</p>	<p>Any such inmate may make application for aid and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such an inmate.</p>	<p>If the application is filed by an institution and is granted by the SDSW in the calendar month in which it was signed, payment of aid shall commence as of the date the application was signed; but if the application is filed by an institution and is granted by the SDSW in a subsequent month, payment shall be commenced as of the date determined by the SDSW. In no event shall payments of aid antedate the date of an application. (W. & I. C. 1558.)</p>
<p>Payment of the aid granted shall commence within one month following such approval and the applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.</p>	<p>If he is otherwise eligible, such application shall be approved.</p>	<p>No money appropriated by the State to any institution claiming aid may be expended either in improvements or in the erection of any buildings by such institution. (W. & I. C. 1559.)</p>
<p>Persons who are inmates of a boarding home or other institution not supported in whole or in part by public funds shall be granted aid but no such aid shall be granted if such persons are cared for under a contract for a period of time exceeding one month. (W. & I. C. 2160e.)</p>	<p>Payment of the aid granted shall commence within one month following such approval and the applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.</p>	
<p>If on the first day of the month a recipient of aid is eligible for aid, though an inmate of an institution or hospital, he is entitled to receive aid for the month.</p>	<p>If on the first day of the month a recipient of aid is eligible for aid though an inmate of an institution or hospital, he is entitled to receive aid for the month.</p>	
	<p>If a recipient of aid becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors suspending his aid may provide that the aid shall be restored when the recipient ceases to be an inmate, without further order from the board of supervisors. (W. & I. C. 3044, 3444.)</p>	

FOREWORD

The following sections on institutions are included in the Manual with the realization that all aspects of the problem have not been covered. Further material will appear from time to time.

The categorical aid programs have been established primarily to provide care for persons in their own homes as the preservation of satisfactory home and family life is one of the major goals of a welfare program. Institutional care, however, may be both necessary and preferable, not as an alternative, but as a supplement to home and family care. Differences in individual preferences and needs make a varied program of care essential. Some physical and mental illnesses may be cared for best in institutions. When constant care is required, few homes can adequately meet the need.

Physically or mentally ill persons are not the only ones who may prefer institutional care. Some persons enjoy living with groups of people of their own age or of similar interests. The social aspects of institutional life appeal to them. Some rejoice in freedom from certain responsibilities and in the sense of security offered by the institution. Some children develop wholesome patterns of behavior more easily in institutions than in private homes. Other persons, on the contrary, dislike the necessary routines of institutional life and resent its restrictions. They do not like to be associated only with their own age group. The varied aspects of family and community life outside the institution appeal to them. Perhaps they fear the new experiences found in an institution or dread the separation from close family ties or familiar surroundings.

The legislature has recognized this need for individual adjustment by providing for aid to persons in their own homes, and in some institutions.

160-05 **Sec. 160-05 Institution Inmates, OAS Law** W. & I.C. SECS. 2005; 2160E; 2160.5; 2160.6; 2160.7
OAS

Aid shall be given to every applicant in his own or in some other suitable home, in preference to placing him in an institution.

Aid shall be granted to any person otherwise eligible who is not, at the time of receiving such aid, an inmate of any public home for the aged, or any public home, or any public institution of a custodial, correctional, or curative character, except in the case of temporary medical or surgical care in a public hospital not exceeding sixty days in duration.

Any such inmate may make an application for aid and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such an inmate. If he is otherwise eligible, such application shall be approved.

Payment of the aid granted shall commence within one month following such approval and the applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.

Persons who are inmates of a boarding home or other institution not supported in whole or in part by public funds shall be granted aid but no such aid shall be granted if such persons are cared for under a contract for a period of time exceeding one month.

Notwithstanding the provisions of the above paragraphs of this section, aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization, (a) if the organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate or otherwise, whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other inheritance, and (b) if the per capita cost of maintenance in the organization of the applicant for aid does not exceed the sum of fifty dollars per month.

The county from which such inmate came to such home shall be considered the residence of such inmate.

If on the first day of the month a recipient of aid is eligible for aid although an inmate of an institution or hospital, he is entitled to receive aid for the month.

If a recipient of aid becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors suspending his aid may provide that aid shall be restored to him by the county auditor when the recipient ceases to be an inmate, without further order from the board of supervisors.

For each person, who is receiving assistance under the OAS Law on the date he enters a county hospital for medical care at county expense, the State, during the period following the first 60 days of such confinement, shall pay to the county the State's share of the assistance such person would have received under the OAS Law, if he were not confined. Nothing in this section shall prohibit a person from receiving his assistance during the first 60 days of his confinement, or after his release from the county hospital.

160-10 **Sec. 160-10 Institution Inmates, ANB and APSB Laws** W. & I.C. SECS. 3044; 3044.5; 3444
ANB; APSB

No applicant shall receive ANB or APSB while he is an inmate of any institution supported in whole or in part by the State or any of its political subdivisions. Recipients of aid who are patients in a public hospital for a period not exceeding thirty days, and blind persons employed in a shop maintained by the State when such shop does not provide board and room to the employee, shall not be considered inmates of public institutions. No applicant shall be denied aid because he is attending or intends to attend any public high school in this State, the University of California, or any other institution of higher learning in this State.

Any such inmate may make application for aid while an inmate. His application shall be investigated and acted upon without delay, in the same manner as applications of other persons are acted upon. If he is otherwise eligible, such application shall be approved.

Payment of the aid granted shall commence within one month following such approval and the applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.

If on the first day of the month a recipient of aid is eligible for aid, though an inmate of an institution or hospital, he is entitled to receive aid for the month.

If a recipient of aid becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors suspending his aid may provide that the aid shall be restored when the recipient ceases to be an inmate, without further order from the board of supervisors.

Sec. 160-00 Provisions of W. & I. Code Regarding Institution Inmates—(Continued)

160-00

Old Age Security	Aid to Needy Blind	Aid to Needy Children
<p>If a recipient of aid becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors suspending his aid may provide that aid shall be restored to him by the county auditor when the recipient ceases to be an inmate, without further order from the board of supervisors. (W. & I. C. 2160.6.)</p> <p>Notwithstanding any provision of subdivision (e) of Sec. 2160 to the contrary, aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization: (a) if the organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate or otherwise, whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other inheritance, (b) and if the per capita cost of maintenance in the organization of the applicant for aid does not exceed the sum of fifty dollars per month.</p> <p>The county from which such inmate came to such home shall be considered the residence of such inmate. (W. & I. C. 2160.5.)</p> <p>Notwithstanding any provision of subdivision (e) of Sec. 2160, for each person, who is receiving assistance under the OAS Law on the date he enters a county hospital for medical care at county expense, the State, during the period following the first 60 days of such confinement, shall pay to the county the State's share of the assistance such person would have received under the OAS Law, if he were not confined. Nothing in this section shall prohibit a person from receiving his assistance during the first 60 days of his confinement, or after his release from the county hospital. (W. & I. C. 2160.7.)</p>	<p>Aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization, if both of the following conditions exist:</p> <p>The organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate, or otherwise, whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other inheritance;</p> <p>The per capita cost of maintenance in the organization of the applicant for aid does not exceed the sum of eighty-three dollars and thirty-three cents per month. (W. & I. C. 3044.5.)</p>	

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REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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751-15 Sec. 751-15 Residence**WPA**

Persons who have State and county residence in accordance with the provisions of the W. & I. C. for residence for GR are eligible for referral to WPA provided they are otherwise eligible. (See Chapter 975-00, Residence—General Relief.) Persons who do not have such residence shall be referred to the WPA if they have lost legal residence elsewhere. No person shall be referred to the WPA pending possible verification of residence and authorization to return the person to his place of legal residence.

751-20 Sec. 751-20 Minimum Age**WPA**

No person under the age of eighteen years is eligible for employment on a WPA project.

751-30 Sec. 751-30 Real Property**WPA**

Ownership of a home occupied by an applicant and his family shall not be considered in determining need. When there is income from property in which the WPA worker lives, e.g., multiple dwellings, the net income shall be considered in the same manner as earnings of the worker.

Real property other than that owned and occupied by the WPA worker shall be considered as a resource and the worker shall be expected to list it with two reputable real estate brokers for immediate sale at a fair price. The WPA worker shall give notice of successful disposal of the property to the county or the area office of the WPA Division of Employment. The profitable use or disposal of income property shall be considered on a casework basis as a possibility for meeting the family needs.

751-35 Sec. 751-35 Personal Property**WPA**

When an applicant has valuable non-income producing personal property, other than household furnishings, which appears to have a ready market value and which would bring a substantial monetary return if sold, he shall be required to dispose of this property. The amount realized from the sale shall be considered a resource, with exemption as for savings or bank accounts. (See Sec. 751-40, Savings, Bank Accounts, Cash Assets, etc.)

751-40 Sec. 751-40 Savings, Bank Accounts, Cash Assets, Stocks, Bonds, Mortgages, Notes, etc.**WPA**

Savings, bank accounts, or cash assets, including stocks, bonds, mortgages, notes, etc., and cash or loan value of insurance as provided in Sec. 751-45 shall not exceed \$200 for a single person, \$200 for the head of a family, plus \$50 for each additional member of the family with a maximum of \$400 for any one family unit. (For exception, see Sec. 752-60, Determination of Need of Veterans Group.)

751-45 Sec. 751-45 Life Insurance**WPA**

Straight life insurance held by the head of the family, the face value of which does not exceed \$1,500, shall be left in force and the policyholder shall not be required to borrow on it or cash it.

A policy, the face value of which exceeds \$1,500, and additional policies held by a single person may remain in force provided that the cash or loan value of such policies when added to the other resources as set forth in Sec. 751-40, Savings, Bank Accounts, etc., does not exceed \$200, plus an amount sufficient to pay the premiums for two years.

A policy, the face value of which exceeds \$1,500, and additional policies held by the head or other members of the family may remain in force provided the cash or loan value of such policies when added to the other resources of the family as set forth in Sec. 752-20, does not exceed \$200, plus \$50 for each additional member of the family with a maximum of \$400 for any one family, plus an amount sufficient to pay the premiums for two years.

When a family is carrying a large amount of insurance, the family circumstances should be scrutinized for unrevealed resources. (For exception, see Sec. 752-60, Determination of Need of Veterans Group.)

Sec. 750-00 Provisions of Law Regarding WPA Referrals

750-00

WPA

Any county may certify to the SDSW persons determined by the county to be eligible under Federal statutes and rules and regulations for employment under the WPA program, upon (a) projects sponsored and supported in whole or in part by the SDSW, and (b) upon projects sponsored and supported entirely by the Federal Government.

Sec. 750-05 Operating Agreement Between WPA and SDSW

750-05

WPA

The WPA, both northern and southern districts in California, has entered into a contractual agreement with the SDSW whereby the latter is the official referral agency for WPA employment. The joint agreement provides for the promulgation by the SDSW of such rules and regulations as are necessary for the determination of need of persons to be employed by the WPA. Said rules and regulations are agreed upon by the SDSW and the WPA, and are in accordance with the provisions of applicable Federal Emergency Relief Appropriation Acts and the rules and regulations of the WPA. The SDSW makes rules and regulations effective in those counties where WPA activities are carried on by means of agreements between the SDSW and the individual counties.

In accepting the SDSW as a referral agency, the WPA agrees to the eligibility requirements as outlined for determining need for initial or subsequent referrals for WPA certification.

Sec. 750-10 SDSW and County Agreements

750-10

WPA

The SDSW enters into an agreement with the boards of supervisors of the counties in which the WPA operates. This agreement provides for the certification to the SDSW by the county of those persons who qualify under the standards of eligibility set forth in Sec. 751-00, Standards of Eligibility. (See Sec. 753-30, County Certification of Eligibility.)

Sec. 751-00 Standards of Eligibility

751-00

WPA

Eligibility for referral to WPA is based upon four factors: (1) citizenship, (2) employability, (3) need, and (4) residence. These requirements are subject to the limitations prescribed by law and the rules and regulations set forth in this chapter.

Sec. 751-05 Citizenship

751-05

WPA

Only citizens of the U. S. and persons owing allegiance to the U. S. are eligible for referral to the WPA for certification. Aliens who have filed a declaration of intention of becoming a citizen (first paper) are not citizens, do not owe allegiance to the U. S. and are not eligible for referral to the WPA. Persons who claim citizenship through naturalization shall produce documentary proof in the form of a certificate of naturalization (second paper). Persons who claim derivative citizenship also shall produce documentary proof.

No alien, Communist or member of any Nazi Bund organization may be employed on any WPA work. A Citizenship and Allegiance Affidavit (WPA Form 610), is required of all persons referred to WPA. (See Sec. 753-10, Citizenship and Allegiance Affidavit.)

Sec. 751-10 Employability

751-10

WPA

The county may refer employable persons only, that is, individuals who are able physically and mentally to perform employment and who are not prevented from accepting employment by family responsibility. Employability is determined by the ability of the person to perform work for which he is qualified in a satisfactory manner. No person whose physical condition is such as to make his employment dangerous to his health or safety, or to the health and safety of others, may be referred for WPA employment. (See Sec. 754-00, Medical Reports; and Sec. 753-65, Item 4. Recent Employment Record of Priority Member.)

752-00 Sec. 752-00 Budget Schedule**WPA**

An applicant or family, with the exception of the veteran group, shall be considered "in need" if the net income from all sources is less than the minimum allowance stipulated in the monthly budget schedule established by the SDSW and the WPA. This allowance covers food, rent, utilities, clothing, and transportation requirements and is established for average-sized families by State-wide pricing of current price levels on food, rent, clothing, and utilities. Transportation is an arbitrary sum of \$3.30 which is set as a State-wide average. The monthly budget schedule used for determining need refers only to a standard of eligibility for referral to WPA and does not refer to the county's determination of eligibility for, or granting of GR. Nor does it refer to the amount of aid which may or may not be paid by the county.

**MONTHLY BUDGET SCHEDULE TO BE USED FOR DETERMINING NEED
FOR REFERRAL TO WPA**

No. of Persons in WPA Family Unit	Food	Rent	Clothing	Utilities	Transportation	Total
1	\$ 9.79	\$13.20	\$ 3.30	\$3.30	\$3.30	\$32.89
2	19.58	14.73	7.76	8.27	3.30	53.64
3	29.73	17.02	10.64	8.29	3.30	68.98
4	36.91	19.22	12.73	9.36	3.30	81.52
5	44.10	22.51	14.82	9.40	3.30	94.13
6	51.44	25.88	16.50	9.44	3.30	106.56

In determining need for families of seven or more persons, consideration should be given to extraordinary needs of large families in accordance with good social work practice.

752-05 Sec. 752-05 Earnings of Case Head, Spouse or Priority Member**WPA**

All earnings of the case head, spouse or priority member shall be considered in determining the family's need and eligibility for referral to WPA.

752-10 Sec. 752-10 Earnings of Children**WPA**

As a guide, 50% of the earnings of adult children in the WPA family unit shall be considered family income. Exceptions consistent with good social work practice may be made by taking into consideration the amount of earnings, type of work, and personal needs such as clothing, transportation, lunches, and other necessities. Where the earnings cover personal needs only, no contribution toward the family income should be required.

UI received by adult children in the family unit shall be considered on the same basis as earnings.

Earnings of minor children under 18 years of age shall not be considered in determining family income if such earnings are less than \$10. Earnings of \$10 or over are considered in the same manner as earnings of adult children.

NYA earnings shall not be considered in the family budget. The youth who is on "project NYA" (not student aid) shall not be included in the family budget. Income received by member of a family from the NYA as student aid shall not be considered as a family resource, and the needs of such youth shall be computed in the family budget irrespective of such income.

CCC allotment shall be deducted in full in determining eligibility. When two or more members of the family are enrolled in the CCC and the income to the family therefrom is equal to, or in excess of the family budget, the family is not eligible for referral or continued eligibility.

Sec. 751-50 Autos and Trucks

751-50

WPA

The ownership of an automobile or truck does not render a person ineligible for referral to WPA. Referral shall not be made for any person who possesses or whose family possesses more than one automobile or truck, unless it is verified that the second vehicle is necessary as a means of seeking or continuing employment by some other adult member of the family. When a new car or recent model is purchased during the time a family is receiving assistance or working on WPA, the family circumstances should be scrutinized for unrevealed resources.

Sec. 751-55 Unemployment Compensation and Railroad Unemployment Insurance

751-55

WPA

Persons eligible for UI or RUI are ineligible for employment on WPA during the waiting period and the period during which benefits are payable. (For exception, see Sec. 752-60, Determination of Need of Veterans Group.)

Sec. 751-60 Aid to Needy Children

751-60

WPA

Women with dependent children, if certified as in need and employable, are eligible for WPA employment provided they are not receiving ANC or do not relinquish such aid with the intent to establish eligibility for WPA employment.

Sec. 751-65 Old Age Security

751-65

WPA

Persons 65 years of age or over, if certified as in need and employable, are eligible for WPA employment provided they are not receiving OAS or do not relinquish such aid with the intent to establish eligibility for WPA employment.

Sec. 751-70 Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents

751-70

WPA

Persons who may be eligible for ANB or APSB, if determined to be in need according to this chapter of the Manual, are eligible for WPA certification when they have the required skills and training which qualify them for employment and the problem is one of unemployment rather than of blindness.

Persons receiving ANB or APSB may relinquish such assistance and be considered eligible for WPA certification if otherwise eligible, provided they have the required skills and training which qualify them for employment and the problem is one of unemployment rather than of blindness.

Sec. 751-75 Federal Old-Age and Survivors Insurance

751-75

WPA

The fact that a person is eligible for or actually receiving income from OASI does not in itself preclude the eligibility of such person for WPA certification. Such insurance is considered net income.

Sec. 751-80 Farm Security Administration Benefits

751-80

WPA

Families in rural areas, certified as in need, are eligible for WPA employment provided they are not active standard loan clients or are not currently receiving emergency grants from the FSA and do not relinquish the grants or loans with the intent to establish WPA eligibility.

Sec. 751-85 Disability Compensation

751-85

WPA

Permanent partial disability awards of the United States Employees Compensation Commission to injured project wage employees shall be considered income.

Sec. 751-95 Economic Need

751-95

WPA

The family budget and resources are the factors to be considered in determining eligibility on the basis of economic need. When the earnings and available resources of the family are less than the allowances set forth in Sec. 752-00, Budget Schedule, the applicant shall be referred to the WPA. (For exception, see Sec. 752-60, Determination of Need of Veterans Group.)

753-05 Sec. 753-05 Registration with USES**WPA**

Prior to referral to WPA, all persons shall be registered and thereafter maintain active registration with the USES.

753-10 Sec. 753-10 Citizenship and Allegiance Affidavit**WPA**

Prior to referral every person shall make affidavit as to U. S. citizenship and that he is not a Communist or a member of any Nazi Bund organization. The affidavit shall be made on Citizenship and Allegiance Affidavit (WPA Form 610). The county shall have WPA Form 610 completed for all persons referred to WPA and shall attach it to Worker's Statement of Family Resources (WPA Form 605) at time of referral. (See WPA Form 610 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

Any person empowered under State law to administer oaths may administer the required oath and sign the WPA Form 610. It shall be the responsibility of the person who administers the oath to impress upon the affiant the full meaning and significance of his signature.

It shall not be necessary for the referral agency to secure a new WPA Form 610 if the person who reappplies for referral to WPA has been employed on a project subsequent to July 31, 1941.

753-15 Sec. 753-15 Priority Member**WPA**

The usual wage earner of the family shall be designated as the priority member. The wage earner is normally an adult male.

753-20 Sec. 753-20 Employment Limited to One Member of a Family**WPA**

Only one member of a family group may be employed on WPA projects. This restriction applies to both certified and non-certified project employees. For definition of household or family group see Sec. 753-60, Item 2. List All Members of Family in Household Group.

Family groups living in one household shall be treated in such a manner as to assure the certification of each natural family unit, if otherwise eligible. The usual or customary way of living in a family shall determine what members are to be included in the family group which is being considered for referral to WPA.

Part-time employment of a member of a family by the NYA or the enrollment of a member in the CCC shall not preclude employment on WPA projects of another member of the same family, if otherwise eligible.

An unmarried child who has established separate living arrangements away from the parental household for the first time within 6 months prior to his application for WPA employment shall not be eligible for employment in addition to another member of the same family group, unless it is established that such separation was made for bona fide reasons.

753-25 Sec. 753-25 Work History**WPA**

The Work History (WPA Form 450) shall be given to the priority member by the county at time of application with instructions to complete the form and return it promptly to the county. The county shall attach the completed WPA Form 450 to the Worker's Statement of Family Resources (WPA Form 605) at time of referral to WPA. (See WPA Form 450 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

753-30 Sec. 753-30 County Certification of Eligibility to the SDSW for Referral to WPA**WPA**

The county may certify to the SDSW those persons determined to be eligible for referral to the WPA when an agreement by and between the county and the SDSW has been signed. (See Sec. 750-10, SDSW and County Agreements.)

Sec. 752-15 Contributions from Relatives or Friends

752-15

WPA

The full amount of regular contributions from relatives or friends shall be considered in determining family income.

Sec. 752-20 Military Pay

752-20

WPA

Only that part of the base pay which actually is contributed by a member of a family who has been ordered or inducted into active military service shall be considered with other income in determining need.

Sec. 752-50 General Policy of Veterans Preference

752-50

WPA

The Emergency Relief Appropriation Act, fiscal year ending June 30, 1942, requires that in employing or retaining in employment on WPA projects, preference shall be given to veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the U. S. has been engaged (as determined on the basis of the laws administered by the Veterans' Administration, except that discharged draft enrollees other than those with service-connected disability shall not be considered as veterans for the purposes of this sub-section), and unmarried widows of any such veterans and the wives of any such veterans who are unemployable, who have been certified as in need of employment by the WPA or by any agency designated by it to so refer. Provided: That if the total monthly income from all sources of any such veteran or of the unmarried widow of any such veteran, or if the total combined monthly income from all sources of any such unemployable veteran and his wife, as determined by the Commissioner (whose determination shall be final and conclusive), is less than the monthly earnings the veteran, unmarried widow or wife would receive if employed as a project worker of the WPA, then such veteran, unmarried widow, or wife, as the case may be, shall be certified as in need of such employment.

Sec. 752-55 Proof of Veteran Status

752-55

WPA

Proof of veteran status shall be established by claim number or serial number. (See Sec. 753-55, Item 1. Case Name, etc.)

Sec. 752-60 Determination of Need of Veterans Group

752-60

WPA

When the income of a veteran applying to the county for referral to WPA, or of a veteran whose need status is being reviewed is less than the unskilled "A" wage, such veteran is eligible for WPA employment even though the income is greater than the WPA budget which has been established for referral and review of need for other WPA workers.

If the budgetary requirements of a veteran and his family are greater than the unskilled "A" wage, the regular WPA budget established for families of similar size shall apply.

The need of the veterans group shall be based on income. Resources such as non-income-producing property, life insurance, etc., shall not be considered in determining the need of members of the group. However, resources convertible into cash which are appreciable in amount, shall be considered. All forms of income, whether in cash or in kind, including disability compensation and earnings of other members of the family group, shall be considered, such earnings to be considered on the same basis as for nonveterans. Eligibility for UI and RUI does not render a veteran, the wife of an unemployable veteran, or the unmarried widow of a veteran, ineligible for certification and assignment if the amount of the benefit plus additional income in the family is less than the unskilled "A" wage.

Sec. 753-00 Social Security Number

753-00

WPA

Prior to referral to WPA, all persons shall obtain a Social Security account number, except when such persons have not been employed in private industry covered by the Social Security Act.

753-60 **Sec. 753-60 Item 2. List All Members of Family in Household Group****WPA**

Include all persons normally members of the family and dependent wholly or partially on the case head and/or priority worker. Include family members temporarily away from home. The name of the priority worker shall be listed first, followed by the name of the case head,* if different; the wife's name shall be listed, following the name of the case head with the maiden name in brackets, following the given name. Children shall be listed next in order of age, with the oldest first. Members wholly or partially dependent, who are away from home shall be included in the list with explanatory remarks regarding their whereabouts, reason for absence, and probable duration of absence, in last column to the right.

Relation to priority member—Show relationship to the priority worker and not the case head, if different. Enter "Wife," "Son," "Daughter," etc.

Sex—Indicate by "M" or "F."

Date of birth—Example: 2/15/11.

Employable—Indicate by "yes" or "no" individual's physical ability to accept employment. If the case head's wife is needed to supervise the minor children, but is physically employable, she shall be checked as employable and a qualifying statement in last column to the right shall explain her unavailability for work. Likewise, a youth in school would not be available for employment but would be checked as physically employable when of an employable age. (See Sec. 751-20, Minimum Age.)

Employed, unemployed, in school, CCC, or NYA—If employed, list name and address of employer and monthly earnings. When the normal employable head is not shown as the first priority member because of alien status, write "alien" in this column as well as pertinent comments in regard to employment or unemployment. For children below employable age, show "school" or "pre-school."

753-63 **Sec. 753-63 Item 3. Others in Household****WPA**

Include all other persons living in household, relatives, friends and roomers. Complete all columns as indicated. If person is not related to the priority member, indicate as "friend," "roomer," etc. If the source of income of the person is not known, write "unknown." If income is derived from private employment, write "P.E." If income is from one of the categorical aids or other relief, indicate as, e.g., "OAS." The actual amount of money contributed monthly to the family, e.g., the amount paid for room and board, shall be shown in the last column.

* Case Head:

A one-person family consists of an individual living alone or with unrelated persons who do not accept responsibility for him.

In a family of more than one person, the designation of the head of the family should be determined as follows:

1. In the family of a married couple with or without children, designate the husband-father as head;
2. In the family of a widowed, divorced, or separated person with children, designate the parent with whom the children are living as head;
3. In a family consisting only of single and/or widowed, divorced, or separated persons, without children, designate the oldest person as head;
4. In a family in which a male and female are equally eligible to be considered as head of the family, give preference to the male. If two or more persons of the same sex are equally eligible to be considered as head of the family, give preference to the oldest.

Sec. 753-35 Referral to WPA

753-35

WPA

Subject to the provisions set forth in Sec. 751-30 through Sec. 752-99, persons in need shall be referred to the WPA in accordance with the county's certification to the SDSW of eligibility for such referral. The referral shall be by means of Worker's Statement of Family Resources (WPA Form 605), forwarded to the WPA Division of Employment office. (See WPA Form 605 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

There shall be no discrimination on the part of the referral agency for or against any person or group. An unrestricted flow of referrals of persons in need shall be maintained.

Sec. 753-50 Instructions for Completion of Worker's Statement of Family Resources

753-50

WPA

The Worker's Statement of Family Resources (WPA Form 605), submitted by county to the WPA for certification shall be completed as described in the following sections. This form shall be prepared on the typewriter, in ink, or with indelible pencil.

The following instructions apply to the top of the form:

Referral—"New" and "Previously certified"—Do not check (to be completed by WPA).

Priority change—Check if the priority is being changed from the member currently certified to another member of the family group.

Review of need—Do not check (to be completed by WPA).

Sec. 753-55 Item 1. Case Name, Etc.

753-55

WPA

Case name—Enter the family name followed by given name and middle initial of head of family. This may not be the name of the priority worker. The case name shall be the name used by the county in its established files. When there has been a previous referral with another priority worker, show the name of the previous priority worker above the case name.

Race—The race of the priority worker shall be shown according to his generally accepted status in the community, e.g., White, Negro, Chinese, Japanese, etc.

Number of persons in family—Enter number of persons who comprise the family group. (For definition of "family group" see Sec. 753-20, Employment Limited to One Member of a Family.)

Case number—Enter county case number.

Relative need—Do not check (to be completed by WPA).

Worker's name—Enter full name of person recommended as priority worker. Write last name, first name and middle initial. When no middle initial, state "none."

Social Security number—Enter Social Security number of priority worker. (See Sec. 753-00, Social Security Number.)

Identification number—Enter WPA identification number of priority worker if available.

Address and location—Enter mailing address of priority worker. When mailing address is post office box or rural route number, also show physical location of residence, give street location and house number, if any. Enter city and county in which priority worker is living at time of referral; e.g., 3150 West Oak St., Santa Ana, Orange Co., or Rt. #11, Box 1700 (Second house east, intersection of Walnut and Elm Sts.), Reseda, L. A. County.

Sex—Indicate by checking in proper box whether priority worker is male or female.

Marital status—Indicate marital status of priority worker, using the following abbreviations:

Single—S

Married—M

Divorced—Div.

Separated—Sep.

Widowed—Wid.

Date and place of birth—Enter date and place of birth of priority worker. Give full birthdate, e.g., 2/4/16. Show state, territory or island possession of U. S., country, when foreign-born.

Veteran's preference—Indicate veteran status of priority member by checking in the proper box. Check "yes" when worker is a veteran as defined in Sec. 752-50, General Policy of Veteran's Preference, an unmarried widow of such veteran or the wife of unemployable veteran. Proof of veteran status shall be shown in this caption under "Claim No.," "Serial No.," and "Remarks."

753-75 **Sec. 753-75 Item 6. Liabilities****WPA**

List all liabilities such as mortgages, grocery bills, taxes, medical bills, court orders for support of children, etc., and names of persons to whom such obligations are due. When there are no liabilities, enter "none."

Amount due—Lump sums of total amount owed may be shown.

Date due—Write "overdue," "due now," "monthly," "weekly," etc.

753-80 **Sec. 753-80 Item 7. Income****WPA**

The actual monthly income of the family members dependent or partially dependent on the case head and/or priority member is entered under this item. Enter under "Remarks" any information required to identify and explain the source, regularity and amount of income.

Income reported in section 2—Enter a recapitulation of income shown in Item 2.

Rent from property—Enter total gross income from rents.

Contributions from family members away from home—Enter total amount of contributions.

Pension or relief—This does not refer to GR given to the members of family in household group set forth in section 2, i.e., Item 2, but does include categorical aid extended to any member of the family.

UI and RUI—UI received by any member of the family shall be shown. It shall be clearly indicated if the priority member is receiving UI. If on the basis of the employment record, it is believed that the person may not be eligible for any benefits during the current quarter or during a future quarter, "no" should be written under "Remarks."

Sale of farm or garden produce—Enter total income from this source.

Self-supplied needs—i.e., those needs the family may be supplying by its own efforts; e.g., home-produced food, free rent in exchange for labor, etc.

Other—Specify all other income such as CCC and military allotments, etc.

753-85 **Sec. 753-85 Item 8. Expenses****WPA**

The monthly expenses shall be shown as follows:

Food—Enter amount spent.

Rent or payment—Specify which and enter amount spent.

Clothing—Enter amount spent.

Fuel—Enter kind and amount spent; e.g., coal \$1, wood \$1, coal oil \$1.

Medical care—Enter amount spent.

Utilities—Enter amount spent.

Insurance—Enter total amount of monthly premiums.

Transportation—Enter amount spent.

Personal incidental—Enter amount spent.

Other—Specify kind and amount spent; e.g., payments on debts \$5, mortgages \$18, expenses in connection with upkeep of property \$5.50, taxes \$2, expenses in connection with raising farm or garden produce \$1.

Use "Remarks" column for any necessary explanations.

753-90 **Sec. 753-90 Item 9. Worker's Statement****WPA**

This certification shall be completed as follows:

Date—Enter date of application.

Worker's signature—The person recommended as first priority worker shall sign the WPA Form 605.

Sec. 753-65 Item 4. Recent Employment Record of Priority Member

753-65

WPA

This section relates to the employment of the priority member. WPA certified project employment and other work relief jobs shall not be included. Information shall be specific, giving name and address of employer, type of work, dates of employment, and total earnings. Short odd jobs each of which is of less than a month's duration may be grouped together, giving chief type of employment, inclusive period of such employment, and usual rate of pay. The most recent employment prior to WPA referral shall always be listed regardless of duration of such employment. The reason for leaving employment shall be entered and whether verified or not shown by "yes" or "no."

USES registration date—Show date of last registration as determined by the USES and recorded on the person's registration card.

Usual occupation—Enter the primary occupational classification or code number shown on the USES identification card of the priority member.

Industry—Leave blank.

Alternate occupation—Enter information if available as shown by USES on priority member's identification card. If information not available, leave blank.

Industry—Leave blank.

English—This refers to the priority member. After "Speak," "Read," and "Write," enter "yes" or "no."

Education (grade completed)—This refers to priority member. Enter the number of years of schooling completed, e.g., "7th grade."

Date UCB available } Enter information with respect to date of possible eligibility for
Date RR Ins. available } UI, RUI, and OASI. If on the basis of the employment record,
Date OASI available } it is believed that no eligibility exists, enter "no" in the appropriate block and explain reason under Item 10, Comments; e.g., "non-subject employment," "insufficient earnings," etc.

Physical condition—This section refers to the priority worker. If the priority worker is able to do normal labor, so indicate. Physical handicaps shall be indicated; e.g., "left foot amputated," "loss of right eye."

Sec. 753-70 Item 5. Assets

753-70

WPA

This includes bank savings, postal savings, cash, etc., and refers to such savings of all members of the family. When family has no savings, indicate by word "none." When this type of asset is listed give complete information as requested on the form.

Insurance—List separately all policies for each adult member of the family; give name of family member having insurance, name of company, the face value of the insurance, the cash or loan value, and the amount of premium. Children's policies may be grouped and listed as "children's policies," entering the total amount carried in the amount column. If additional space is necessary to list insurance, show under Item 10, Comments, indicating that information is continued in that section. When family has no insurance, enter "none."

Real Estate—Real estate owned by all members of the family shall be entered. Real estate does not require legal description, merely a statement as to the type, such as "five-room house and lot"; location of property; purchase price, if available; present assessed valuation, and mortgage or lien. If other than family abode, enter names of realtors with whom property is listed (see Sec. 751-30, Real Property). When family has no real property, enter "none."

Other—List other assets. When family has an automobile, show make of car, year, and equity. List valuable personal property other than household furnishings which appear to have a ready market value. When there are no other assets, enter "none."

754-10 Sec. 754-10 Review of Referral by WPA**WPA**

The intake and certification section of the WPA Division of Employment reviews each referral received from a county. The review determines whether the referral shall be (1) accepted, (2) returned to the county for further information, or (3) rejected as ineligible.

754-15 Sec. 754-15 Incomplete Referral**WPA**

When information on the referral documents is incomplete or shows discrepancies, Worker's Statement of Family Resources (WPA Form 605) is returned to the county marked "Returned by WPA" in Section 9. The date of return, the reason for return, and the signature of the WPA social worker returning the document are shown.

754-20 Sec. 754-20 Rejected Referral**WPA**

When a referral is rejected, the WPA Division of Employment prepares Notice of Rejection of Referral (WPA Form 612), in duplicate. The original is mailed to the person who is being rejected and the duplicate to the county. (See WPA Form 612 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

754-25 Sec. 754-25 Accepted Referral**WPA**

When a referral is accepted and the person certified by the WPA, Notice of Certification (WPA Form 611) is prepared in duplicate, the original mailed to the person who is being certified and duplicate sent to the county from which the referral was received. (See WPA Form 611 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

Each unassigned person certified for WPA employment receives an advice of availability card once in each 90-day period. This form shall be completed by the worker and returned within 5 days to WPA Division of Employment.*

754-35 Sec. 754-35 Monthly Reports on Referrals to WPA**WPA**

One copy of Monthly Summary of Certifications of Eligibility for Referral to WPA (Form WPA-1-SW) attached to one copy of Certification of Eligibility for Referral to WPA (Form WPA-2-SW) shall be submitted by the county to the SDSW for each calendar month. These forms shall be forwarded in time to be received not later than the 8th day of the month following the month which the reports cover. Form WPA-2-SW shall be signed by the county welfare director, the county public assistance supervisor, or other designated public official.

Section A of Form WPA-1-SW shall be completed as a summary of Form WPA-2-SW. Section B of Form WPA-1-SW shall be completed from a count of WPA referrals accepted, as shown by Notices of Certification (WPA Form 611) received from WPA; referrals returned to county for further information, as shown by Workers' Statement of Family Resources (WPA Form 605) received from WPA; and referrals rejected as ineligible, as shown by Notices of Rejection of Certification (WPA Form 612) received from WPA. (See Form WPA-1-SW and Form WPA-2-SW in Sec. 759-00, Forms Used in WPA Referral Procedure.)

* This paragraph applies to Southern California Division only.

Sec. 753-95 Item 10. Comments

753-95

WPA

This space may be utilized for reporting supplemental information as indicated in preceding points and any other pertinent information. The following information shall be noted:

1. When the recommended priority member is a recipient of ANB or APSB enter sufficient information to show that the problem is one of unemployment rather than dependency, age, or blindness;
2. When a single man or woman under 21 years of age is referred, the parents' names and whereabouts, parents' ability to provide home and aid in support, date of youth's departure from home, and reason why not in home shall be shown;
3. Record how family was maintained during period of unemployment prior to date of application;
4. If case was previously certified, explain any change in family status since last referral, e.g., life insurance cashed or lapsed, present cash value. Whereabouts, employment, and ability to assist of previously listed employable person (adult son, daughter, spouse, etc.) shall be reported;
5. If priority member is a woman separated from her husband, explain length of separation, whereabouts of husband, failure to provide action, contribution, court order, etc.;
6. If family is receiving GR, so state and enter total monthly budget allowance;
7. If there is wide variation between income and expenses as reported by the applicant, explain reason for such discrepancy.

Referral agency—Enter name of county agency.

Relief district—Enter relief district number or district name, if any.

Signature and title—County worker taking the application shall sign the form with his signature and title.

Disposition by WPA—All information regarding certification shall be left blank by the county, including the space on the right hand bottom of the form entitled "Signature," "Title," "Date." This space is reserved for the WPA Division of Employment worker who certifies for WPA.

Sec. 754-00 Medical Reports

754-00

WPA

A physician's statement shall be attached to the Worker's Statement of Family Resources (WPA Form 605) at time of referral when the priority worker is able to do light work only. (See Sec. 751-10, Employability.) Such physician's statement shall clearly show the nature of the disability and the type of work which may be performed without danger to the worker's health or safety or to the health or safety of others. When disability is a handicap such as loss of fingers or loss of foot, and medical examination is obviously unnecessary, physician's report need not be submitted, but the nature of the handicap shall be clearly indicated.

Sec. 754-05 WPA Division of Employment

754-05

WPA

The WPA Division of Employment maintains its own intake and certification staffs for the purpose of:

1. Reviewing the referral for certification;
2. Conducting a review of the eligibility status of each project worker following continuous twelve months' project employment;
3. Conducting investigations of the eligibility status of previously certified workers returning from private employment;
4. Making investigations of complaints concerning the eligibility of WPA workers.

755-00 Sec. 755-00 Reasons for Termination of WPA Employment**WPA**

WPA employment may be terminated for voluntary, involuntary or disciplinary reasons. The specific reason and the date of termination are indicated on the Notice of Termination of Employment (WPA Form 403).

Voluntary separations include terminations because workers have accepted private employment, are ill, left in search of work, etc.

Involuntary separations include terminations because of reduction in WPA quota, completion, discontinuance, or suspension of a project or unit thereof, or completion of type of work to which a person has been assigned.

Disciplinary separations are handled on an individual basis and may involve temporary suspension from work or cancellation of certification.

755-05 Sec. 755-05 Cancellation of Eligibility**WPA**

All cancellations of eligibility shall be made by the WPA Division of Employment. Cancellation of Certification of Eligibility (WPA Form 602) is issued in the following instances:

1. When there is permanent dismissal for disciplinary reasons;
2. When persons who are working or awaiting assignment are determined not to be in need or not to be employable;
3. When persons can not be employed for statutory reasons, such as 18 months' continuous WPA employment or an illegal citizenship affidavit.

A copy of the WPA Form 602 is forwarded to the county by the WPA Division of Employment. The reason for cancellation of certification is indicated on this form. (See WPA Form 602 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

The WPA will not cancel the certification of a person who leaves the project voluntarily.

755-10 Sec. 755-10 Cancellation of Certification After 18 Months' Continuous Employment**WPA**

A WPA worker whose certification is canceled because of 18 months' continuous WPA employment shall be ineligible for reemployment on a WPA project until the expiration of 20 calendar days after the date of removal from a project for this reason.

A certified person separated because of 18 months' continuous WPA employment may not be recertified and reassigned by WPA unless referred by a county. Referral from the county may be accepted at any time following such separation. The WPA Division of Employment may recertify the person on receipt of the referral from the county. Reassignment to WPA, however, shall not be made until after the expiration of 20 calendar days following date of removal.

An exception to the above is made for blind persons, veterans, unmarried widows of veterans and wives of unemployable veterans.

755-15 Sec. 755-15 County's Recommendation for Cancellation of Certification on Active Cases**WPA**

When county recommends cancellation of certification for WPA although county aid continues, the county shall forward two copies of Cancellation of Certification of Eligibility (WPA Form 602) to WPA Division of Employment noting thereon the reason cancellation of certification is recommended. When recommendation is acted upon by the WPA, the duplicate copy is signed and returned to the county.

Sec. 754-40 Notice to Report on Work Project

754-40

WPA

When referral has been accepted by WPA and the person has been assigned to a WPA project, Notice to Report on Work Project (WPA Form 402) is forwarded to the worker, a copy sent to the county and a copy to the SDSW Stamp Issuing Office. (See WPA Form 402 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

The WPA Form 402, indicating a transfer of a worker from one project to another when the wage rate remains the same, is not forwarded to county in Northern California, except that transfers to certified defense projects in which hours of work are in excess of 120 for a four-week period are forwarded to county.

Sec. 754-50 Complaints of Ineligibility of Persons Certified to WPA

754-50

WPA

The WPA assumes responsibility for investigating complaints of ineligibility against certified persons assigned to WPA projects and persons awaiting assignment who are not receiving GR.

The county shall assume responsibility for investigating complaints of ineligibility directed against persons who are receiving GR while awaiting WPA assignment.

Sec. 754-55 Case Changes

754-55

WPA

The county shall notify the WPA Division of Employment of changes in family status, address, etc., by use of Notice of Case Change (WPA Form 601). Worker's Statement of Family Resources (WPA Form 605) shall be used for change in priority worker.

The WPA notifies county of case changes by use of WPA Form 601. (See WPA Form 601 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

Sec. 754-60 Change in Priority Worker

754-60

WPA

When the county wishes to recommend a priority worker who was not included in an earlier referral, the county shall provide sufficient identification and supplemental information to justify certification of the new priority member on Worker's Statement of Family Resources (WPA Form 605). The Social Security number of the new priority member shall be shown on that form. The Citizenship and Allegiance Affidavit (WPA Form 610) and the Work History (WPA Form 450) for the new priority worker shall be attached to the WPA Form 605.

The WPA has the final authority for effecting changes in priority and forwards to the county either WPA Form 605 with the notation "Rejected," or Notice of Certification (WPA Form 611) with notation of acceptance of the recommended change in priority.

When the WPA initiates a change in priority, the WPA Division of Employment notifies the county by use of a duplicate copy of WPA Form 605.

When the priority member leaves the home to secure work or for unknown reasons, the priority is not changed to another family member except on request of the county. Such request shall be submitted by the county on WPA Form 605.

Sec. 755-20 County's Recommendation for Cancellation of Certification on Cases Being Closed

755-20

WPA

The county shall notify the WPA, Division of Employment, when cases are being closed. This notification shall show the date and reason for termination of aid and shall be forwarded to the WPA on the Cancellation of Certification of Eligibility (WPA Form 602) in duplicate. WPA Form 602 shall not be prepared for cases closed by county because of WPA employment.

Sec. 755-25 County's Recommendation for Cancellation of Certification on Cases Rejected at Intake

755-25

WPA

When an application is rejected by the county at intake for cause which warrants the cancellation of WPA certification (if the case record indicates there is in existence a valid WPA Form 605), such cancellation shall be recommended by forwarding Cancellation of Certification of Eligibility (WPA Form 602) in duplicate to the office of the WPA, Division of Employment.

Sec. 755-30 Reasons for County Recommendation of Cancellation of Certification

755-30

WPA

The reasons for recommendation of cancellation by the county shall be clearly shown on the Cancellation of Certification of Eligibility (WPA Form 602). Such data are necessary in order that the WPA may have the information required to determine if a person's certification shall be canceled or if he is temporarily unavailable without again interviewing the client and without the necessity of additional contact between the agencies. In order to avoid confusion, uniform statements regarding reasons for recommendation of cancellation should be used. The following notations are suggested:

1. Refused assignment to WPA or other Federal projects;
2. Sufficient income or resources (the source of income or resources, the name of the family member having the income or resources, and the amount shall be entered on WPA Form 602);
3. Priority worker physically unemployable;
4. In receipt of categorical aid;
5. Left county or State;
6. Unable to locate;
7. Responsibility assumed by relatives or friends (the name and address of the relatives or friends assuming responsibility shall be entered on WPA Form 602);
8. Deceased.

Sec. 755-35 Notice of Termination of Employment

755-35

WPA

When a person's employment on WPA is terminated, a Notice of Termination of Employment (WPA Form 403) is sent to the WPA worker, a copy to the county, and a copy to the SDSW, Stamp Issuing Office. (See WPA Form 403 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

Sec. 755-40 Direct Relief on Termination of WPA Employment

755-40

WPA

On termination of WPA employment, no special referral to county of persons in need of direct relief is necessary, inasmuch as the former WPA employee has in his possession a Notice of Termination of Employment (WPA Form 403) and the county also has a copy of this notice.

755-50 Sec. 755-50 Availability for Assignment After Termination of Employment**WPA**

When a worker has left a project within the last 6 months for voluntary reasons, he may request reassignment to the WPA by filing application for employment. On involuntary terminations, the worker's record is immediately placed in the Available for Assignment File by the WPA Division of Employment and no request for reemployment is necessary from the worker. (See Sec. 755-10, Cancellation of Certification After 18 Months' Continuous Employment.)

This application may be filed at any district WPA Division of Employment office in Southern California and at any WPA Division of Employment office or on any WPA project in Northern California. In Northern California the worker retains a copy of the Application for Reemployment (WPA Form RE-8)* which he may present to the county as evidence that he has reapplied for project employment. This availability for assignment procedure applies likewise to persons who fail to report for WPA work assignment. (See WPA Form RE-8 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

755-55 Sec. 755-55 Reapplication of Persons with Active WPA Certification**WPA**

When a person whose WPA certification is still active reapplies to the county, a referral, Worker's Statement of Family Resources (WPA Form 605), is not required. A worker has active certification if no cancellation of certification of eligibility has been issued or if he has been assigned to, or available for, project employment within the last six months.

A referral, WPA Form 605, is required if cancellation of certification of eligibility has been issued (see Sec. 755-05, Cancellation of Eligibility) or if worker has been unavailable for project employment for the last six months.

755-60 Sec. 755-60 Recertification**WPA**

WPA may recertify a worker whose certification was canceled within the six months preceding the date of application for recertification because of (1) employment in a supervisory or appointive capacity on a WPA project, (2) private employment, (3) other public employment, (4) illness. Persons returning from military service may be recertified by WPA provided application for recertification is made within 40 days following termination of such military service. The WPA notifies the county of such recertifications by issuance of Notice of Certification (WPA Form 611) which bears the notice "Recertified (date -----, reason)." (See Sec. 754-25, Accepted Referral.)

756-00 Sec. 756-00 Current WPA Schedule of Four-Week Fiscal Period Earnings**WPA**

The current rate of earnings for WPA workers according to type of employment and by scale used by individual counties and areas is released by the WPA division offices directly to the county with copies to the SDSW.

756-20 Sec. 756-20 Household Workers' Training Project**WPA**

The employment of compensated certified employees shall not exceed 50% of the total enrollment on the Household Workers' Training Project. The earnings applicable to this class of work shall be 50% of the four-week fiscal period earnings applicable to the unskilled "B" wage class in the locality in which the Household Workers' Training Project is being operated. (See Sec. 756-00, Current WPA Schedule of Four-Week Fiscal Period Earnings.)

* WPA Form RE-8 not used in Southern California.

Form WPA-2-SW, April, 1942
State of California
Department of Social Welfare

CERTIFICATION OF ELIGIBILITY FOR REFERRAL TO WORK PROJECTS ADMINISTRATION

As directed in Chapter 879, Statutes of 1941, the X County Welfare Department certifies to the State Department of Social Welfare that the persons listed on lines one through 10 on the 1 pages of this document have been determined by the county to be eligible for referral to the Work Projects Administration in accordance with the rules and standards of eligibility as agreed to by the State Department of Social Welfare, the WPA, and the X County Board of Supervisors.

Date May 5, 1942

County Welfare Director

J.C. Barnaby

ITEM No.	CASE NAME	SEX		COUNTY CASE NUMBER	RECEIVING COUNTY AID	
		M	F		Yes	No
1.	Casey Jones	x		65890	x	
2.	Addison Sims	x		35642	x	
3.	Elsie Dokes		x	65895		x
4.	John Doe	x		63991	x	
5.	Washington Lee	x		54872		x

15.
16.
17.
18.
19.
20.
21.
22.
23.
24.
25.

Number each item shown in this document commencing with 1 and continuing consecutively without regard to the number of pages contained.

USE OTHER SIDE

FORM
WPA-2-SW

Form WPA-1-SW, April, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

FORM
WPA-1-SW

SECTION A - MONTHLY SUMMARY OF CERTIFICATIONS OF ELIGIBILITY FOR REFERRAL TO WORK PROJECTS ADMINISTRATION

County X Report for Month of April, 1942

CASES CERTIFIED	TOTAL	MALE	FEMALE
1. Total Certified as Eligible*	10	9	1
2. Receiving County Aid	6	6	
3. Not Receiving County Aid	4	3	1

SECTION B - MONTHLY REPORT ON REVIEW OF REFERRALS TO WORK PROJECTS ADMINISTRATION

1. Total Referrals Reviewed*	14
2. Number of referrals accepted, (WPA Forms 611 received by county; see Sec. 754-25).	11
3. Number of referrals returned (WPA Forms 605 marked "Returned by WPA"; see Sec. 754-15).	2
4. Number of referrals rejected (WPA Forms 612 received by county; see Sec. 754-20).	1

(Date) May 5, 1942

(Signature of person reporting)

J.C. Barnaby

(Title) Director, X County Welfare Department

*Totals of Sections A and B do not necessarily agree because Section A is concerned with cases certified as eligible during the month and Section B is a report of the monthly flow of referral documents WPA-605, WPA-611, and WPA-612.

Attach to Form WPA-2-SW and transmit to State Department of Social Welfare, 616 Kay Street, Sacramento, California, so as to be received not later than the 8th of the month following the month covered.

759-00 Sec. 759-00 Forms Used in WPA Referral Procedure
WPA

759-00

W

REFERRAL AND CERTIFICATION

rk Projects Administration

Sec. 756-30 Location of WPA Division of Employment Offices

756-30

WPA**NORTHERN CALIFORNIA**

The San Francisco WPA Area Employment Office, 40 First Street, San Francisco, serves the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Sonoma.

The Alameda WPA Area Employment Office, 440 Broadway, Oakland, serves the following counties: Alameda, Contra Costa.

The Sacramento WPA Area Employment Office, Old Post Office Building, Sacramento, serves the following counties: Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Mariposa, Merced, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba.

The Fresno WPA Area Employment Office, 206 Van Ness Avenue, Fresno, serves the following counties: Fresno, Inyo, Kern, Kings, Madera, Mono, Tulare.

SOUTHERN CALIFORNIA

The Los Angeles WPA Area Employment Office, 1206 Santee Street, Los Angeles, serves the following counties: Los Angeles, Orange, Santa Barbara, Ventura.

The San Bernardino WPA Area Employment Office, 1130 E Street, San Bernardino, serves the following counties: Riverside, San Bernardino.

The San Diego WPA Area Employment Office, 30th and Ocean View, Box 1231, San Diego, serves the following counties: Imperial, San Diego.

Sec. 756-50 Supply of WPA Forms

756-50

WPA

WPA forms are supplied to the county by the WPA upon request. An initial supply of WPA forms is forwarded to county by WPA at the time the referral agreement with the SDSW is signed. Supplies shall be ordered direct from central stock rooms which are located for Northern California at 49 Fourth Street, San Francisco, and for Southern California at 1206 Santee Street, Los Angeles.

WPA Form 601

NOTICE OF CASE CHANGE

CASE NAME Black, Marie T.	RACE	NUMBER PERSONS IN FAMILY	CASE NO. 23030
OLD ADDRESS 143 Maple Street	NEW ADDRESS	IDENTIFICATION NO. 0430-23000	CHANGE IN RELATIVE NEED
Oakland	TELEPHONE	OLD A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	NEW A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>

CHANGE IN PRIORITY (ENTER FOR NEW FIRST PRIORITY)

NAME Black, Nadine	MALE <input type="checkbox"/>	FEMALE <input checked="" type="checkbox"/>	MARITAL STATUS Single	RELATION TO HEAD Daughter	SOCIAL SECURITY NO. \$23-00-3000	IDENTIFICATION NO. 0460-23862
DATE AND PLACE OF BIRTH 2-6-22 - Oakland, Calif.	PRIMARY CLASSIFICATION-U.S.S. Typist 1-37-32	SECONDARY CLASSIFICATION-U.S.S. None	CITIZEN YES	WPA FORM 604 FILED YES	VETERAN YES	

COMMENTS
Marie physically & occupationally unqualified for WPA.
Nadine no longer employed on NYA, available for WPA assignment.

SIGNATURE AND TITLE
Marion Holley
Marion Holley, Dist. Intake Officer

FEDERAL WORKS AGENCY
WPA Form 601—(Revised 9-15-39)

AGENCY AND EFFECTIVE DATE
WPA 5-14-42

WPA Form 602

CANCELATION OF CERTIFICATION OF ELIGIBILITY

Effective Date **May 18, 1942**
The previous certification of this case as eligible for employment on Work Program project is canceled (See reason below.)

Case name **Marie T. Black** Date filled in **May 15, 1942**
Address **143 Maple Street** Case No. **23030**
Oakland Identification No. **0461-23000**
Assigned - With Review

Reason for cancellation:

Physically & occupationally unqualified for WPA. Restricted to light work but qualified only as domestic; no clerical or handicraft skills and not a machine seamstress.

1

TO WPA
DIVISION OF
EMPLOYMENT

Marion Holley
Marion Holley, Dist. Intake Officer

WPA
(Agency)

WPA Form 605

WORKER'S STATEMENT OF FAMILY RESOURCES

Referral: New ☒ Previously canceled ☐ Review of need ☐
Relative need: A ☐ B ☐ C ☐

Name **Black** Race **W** Number persons in family **3** Case No. **23030**

WORKER'S NAME **Marie T. Black** Social Security No. **831-00-2000** Identification No.

Address **143 Maple St.** City **Oakland** County **Alameda**

Male ☐ Female ☒ Date and place of birth **3-3-92 Dorset, England** Citizen ☒ Yes ☐ No ☐ WPA Form 604 filed ☐ Yes ☒ No ☐ Veteran ☐ Yes ☒ No ☐

1. LIST ALL MEMBERS OF FAMILY IN HOUSEHOLD GROUP (list priority worker first):
Final papers 6-7-19 # 872550

NAME	RELATION TO HEAD	SEX	DEPENDENT ON HEAD	DATE OF BIRTH	EMPLOY-ABLE	EMPLOYED, UNEMPLOYED, IN SCHOOL, CCC, OR NYA (if now employed, list name and address of employer and monthly earnings)
Marie T. Black	Ed.	F	--	3-3-92	Yes	Unemployed
Mary Esther Black	Da.	F	Yes	2-2-26	--	In school-11th gr. City Jr HS
John Black	Son	M	Yes	1-4-29	--	" " 9th " " " "

OTHERS IN HOUSEHOLD NOT INCLUDED ABOVE:

NAME	RELATION TO HEAD	SEX	AGE	DEPENDENT ON HEAD	EMPLOY-ABLE	INCOME
Nadine Black	Da.	F	20	No	Yes	NYA Earns \$18 Mo.
Henrietta T. Carlson	Mother	F	68	No	No	O.A.A. Shares ex-penses \$40 Mo.

ENTER BELOW FOR FIRST PRIORITY WORKER (list last three jobs held):

NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND DUTIES	FROM	TO	RATE OF PAY
John Becker, 310 F St., Oakland	Day Worker	May 1941	Jan. 1942	\$2 day & meals
Dr. Roger P. Roger, 410 2d St., Oak.	Charwoman	Aug. 1940	Feb. 1941	\$12 wk.
Olive View Laundry, Alameda	Mangle girl	Sept. 1935	Sept. 1939	\$16 wk.
Reg. USBS 3-30-42 Primary classification Flatwork to Feeder Laundry	Day Worker 2-01-01			Domestic Service 5'4" 143
English: Speak Yes Read Yes Write Yes Supervisory experience	Education (grade completed) 5th Other qualifications Hand sewing, embroidery			Physical condition (Describe any disability) Light work (see attached medical)

FEDERAL WORKS AGENCY
WPA Form 605
(Revised 9-15-39)

WPA Form 605 (REVERSE)

4. ASSETS: No car
SAVINGS, CASH, BANK ACCOUNT
NAME OF DEPOSITORY
AMOUNT
\$1 - Savings Acct. First National Bank, Oakland \$ 150
INSURANCE (member)
COMPANY (name)
AMOUNT
Marie T. Black Metropolitan Life--Industrial \$ 250
REAL ESTATE (describe)
PURCHASE PRICE
PRESENT VALUE
5 rm. bungalow & 150 St. lot \$ 3000 \$ 2400
143 Mapes St., Oakland
OTHER (describe)

5. LIABILITIES: Lt.
AMOUNT OWED
DATE DUE
Mortgage on home - Bank of America, Oakland \$ 900 \$22.50 monthly

6. INCOME:			7. EXPENSES:		
SOURCE	AMOUNT	REMARKS	KIND	AMOUNT	REMARKS
Income reported in section 2	\$ none		Food	\$ 27.03	
Rent from property			Rent or payments	15.47	
Sale of farm or garden produce			Clothing	9.67	
Contributions from family members away from home	none		Fuel		
Pension or relief (specify):			Medical care	7.54	
Vet's partial disability	\$50.00		Utilities		
			Other (specify)		
Unemployment compensation	No covered employment		Transportation	3.00	
Other (specify)	none				
				62.71	

8. WORKER'S STATEMENT:
I HEREBY CERTIFY that the information listed on this form is a true statement of my situation.

Date **April 1, 1942** Worker's signature *Marie T. Black*

9. COMMENTS: Husband, John H. Black, hospitalized at Veterans' Facility, Livermore, since Nov. 1941. Unemployable veteran, Serial # 865432, Comp. # H-62342, enlisted 10-6-17, honorably discharged 12-2-18.

Supervision of minor children by #6.

Husband's parents deceased; #1's fa. deceased. No relatives able to assist.

Referral agency **Alameda County Charities Comm.** CERTIFICATION:
Relief district **2** New ☐
County **Alameda** Renewed ☐ Signature
Continued ☐ Title
Initials *Wanda MacDougal* Canceled ☐ Date
Case Worker

U. S. GOVERNMENT PRINTING OFFICE : 1939 - O-175600

WPA FORM 402 REV.

Notice to report to work on project	FEDERAL WORKS AGENCY - WPA Form 402 Rev. 4-30-41			
	Hour to report	Date to report	On project No.	Unit No.
	8 A M	4/10/42	81-02721	16-C
1 To pay roll unit	Report ready for work at As			
Other entries	HIGH HILL SCHOOL, 14TH & BROADWAY, OAKLAND			
Name	MARIE T. BLACK			
Address	143 MAPLE STREET			
City	OAKLAND, CALIF.			
State				
Placement officer's signature	Employee's signature:			
Foreman's signature	I hereby certify that I am the person named above.			
	Marie T. Black			
	Penalties provided for illegal signature, transfer, or use of this form			

WPA FORM 403 REV.

Notice of TERMINATION OF EMPLOYMENT	FEDERAL WORKS AGENCY-WPA Form 403-Rev. 4-30-41			
	Time effective	Date effective	On project	Identification No.
	4 P. M.	5/18/42	81-027-16-C	0461-23009
1 To pay roll unit	Your employment will be terminated as indicated, for the reason explained below:			
	CERTIFICATION CANCELLED - PHYSICALLY UNQUALIFIED.			
	ALA VET DB			
Name	MARIE T. BLACK			
Address	143 MAPLE STREET			
City	OAKLAND, CALIF.			
State				
Case No.	23030			
Date issued	5/15/42			
Sex	Race	Certified	Non Certified	
F	W	X		
Occupation	HELPER-(NON-CONSTR.)			
Receipt acknowledged by	Signature of person issuing order			
	Dessie G. Beasley			
	DESSIE G. BEASLEY - PLACEMENT OFFICER			
(Foreman or supervisor on project)	(Division of Employment)			
	Title			

Federal Works Agency
WPA Form 450FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WPA FORM 450

State of	California	WORK HISTORY	Date	March 28, 1942
Answer all items—Write legibly				
1. Name	Marie	T	Black	
2. Mailing address	143 Maple St., Oakland, Alameda	(Do not write in this space)		
3. Sex and race:	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> White <input checked="" type="checkbox"/> Negro <input type="checkbox"/> Other <input type="checkbox"/>	(Specify)		
4. Date of birth	3-3-1892	Height	5 ft., 4 in.	Weight 143 lb.
5. Explain fully any physical defects, disabilities, or trouble with your health and state whether they hinder your work. Back aches; cannot scrub or do heavy lifting or housework.				
6. This question is to be answered only by laborers, manual workers, or persons willing to accept assignment at such work. Are you physically able to do hard manual labor? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
7. Education—Indicate years of schooling completed by circling number:				
Elementary	High school	College	Other (specify kind and number of years completed)	
1 2 3 4 5 6 7 8	1 2 3 4	1 2 3 4 5 6	Degrees:	
Majors or special courses:				
LANGUAGE (CHECK FOR ENGLISH, SPECIFY ANY OTHERS)				
English <input checked="" type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> Japanese <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Other <input type="checkbox"/>				
8. What do you consider your regular trade or occupation or line of work? Mangle girl				
9. How did you learn to do this work? Experience				
10. List trade organizations and vocational or professional societies to which you belong and state length of membership: None				
11. List unexpired trade, professional, or driver's licenses: None				
12. List office, factory, road, or construction machines you can operate: Mangle				
13. This question is to be answered only by mechanics or craftsmen or other skilled workers: Do you have the tools customarily owned by mechanics in your trade? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
EMPLOYMENT RECORD				
14. Start with your last job—List all jobs lasting more than a month, not including CWA, FERA, and WPA. Be very specific about the kind of work you did. If you drove a truck, tell what size truck and kind of material hauled. If you were a clerk, tell whether you were a sales or record or audit clerk. In box headed "wage" tell whether it was hourly, weekly, or monthly. List all periods during which you worked for yourself or were farming. There is sufficient space for listing 8 jobs, if more space is needed add another sheet.				
Date and Wages	Employer's Name and Address (Street and City)	Kind of Business	Your Job Title—Describe Kind of Work You Did	
1. From May 1941 To Jan. 1942	Name: John Becker Address: 310 F St., Oakland	Home	Day Work	
Wages \$2.00 day	Name: Dr. Roger P. Roger Address: 410-2d St., Oakland	Doctor's Office	Charwomen	
2. From Aug. 1940 To Feb. 1941				
Wages \$12.00 wk.				

WPA FORM 450 (REVERSE)

EMPLOYMENT RECORD—Continued

DATE AND WAGES	EMPLOYER'S NAME AND ADDRESS (STREET AND CITY)	KIND OF BUSINESS	YOUR JOB TITLE—DESCRIBE KIND OF WORK YOU DID
Sept. 1935 To Sept. 1939	Olive View Laundry	Laundry	Mangle Operator
Wage \$16.00 wk.	Address: Alameda		
4. From To	Name: Address:		Did not work before this, took care of own home.
5. From To	Name: Address:		
6. From To	Name: Address:		
7. From To	Name: Address:		
8. From To	Name: Address:		
15. Have you worked on WPA before? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
16. State any special skills, training, or hobbies not previously listed: Hand work and embroidery. Like to sew.			
(Signature—place your mark if you cannot write) Marie T. Black			
(Do not write below this line)			
Iden. No.:	Usual occupation:	Yrs. exp.	Physical condition:
Work qualified for—	Code	Industry:	
		Secondary occupation:	Yrs. exp.
Need:		Industry:	
Vet.:		Special skills:	
Case No.:			
Prev. emp.:			Action taken:
S. S. No.:		Machines, etc.:	WPA Form 451 prepared 19.....
Date of 608:			Classification Officer

U. S. GOVERNMENT PRINTING OFFICE 16-10500

WPA FORM 610

(799-11)

NOTICE

ANY PERSON MAKING A FALSE STATEMENT IN CONNECTION WITH THIS AFFIDAVIT MAY BE DEEMED GUILTY OF A FELONY AND SUBJECT TO FINE AND IMPRISONMENT AS PRESCRIBED BY LAW.

FEDERAL WORKS AGENCY - WPA FORM 610

CITIZENSHIP AND ALLEGIANCE AFFIDAVIT

Marie T. Black IDENTIFICATION NO. 0461-23000
(PRINT NAME)

Oakland, Calif. CASE NO. 23030
(CITY OR TOWN) (STATE)

BEING AN APPLICANT FOR EMPLOYMENT OR AN EMPLOYEE PAID FROM FUNDS APPROPRIATED TO THE WORK PROJECTS ADMINISTRATION, AND BEING FIRST DULY SWORN, DEPOSES AND SAYS:

1. THAT I AM A CITIZEN OF THE UNITED STATES ☒)
2. THAT I AM NOT A CITIZEN BUT ONE ALLEGIANCE TO THE UNITED STATES ☐) (CHECK ONE ONLY)
2. THAT I DO NOT AND WILL NOT ADVOCATE AND THAT I AM NOT AND WILL NOT BECOME A MEMBER IN ANY ORGANIZATION THAT ADVOCATES THE OVERTHROW OF THE GOVERNMENT OF THE UNITED STATES BY FORCE OR VIOLENCE.
3. AND, FURTHER, THAT I AM NOT AN ALIEN, NOR A COMMUNIST, NOR A MEMBER OF ANY NAZI BOND ORGANIZATION, AND THAT I WILL NOT BECOME A COMMUNIST OR A MEMBER OF ANY NAZI BOND ORGANIZATION DURING ANY TIME I MAY BE PAID FROM FUNDS APPROPRIATED TO THE WORKS PROJECTS ADMINISTRATION.

WITNESS TO SIGNATURE: (REQUIRED ONLY WHEN PERSON SIGNS BY MARK)

Marie T. Black
(SIGNATURE OF AFFIANT)

(NAME) _____
(ADDRESS) _____
(TOWN) _____
(NAME) _____
(ADDRESS) _____
(TOWN) _____

SUBSCRIBED AND SWORN TO BEFORE ME, AN EMPLOYEE OF THE WORK PROJECTS ADMINISTRATION, DESIGNATED TO ADMINISTER OATHS BY DESIGNATION NO. _____ OF GENERAL ORDER NO. 3, REVISED, OF THE WORK PROJECTS ADMINISTRATION OR BY AN OFFICER HAVING AUTHORITY TO ADMINISTER OATHS.

1st DAY OF April, 19 42, AT
420 Broadway, Oakland
Walden MacDougal
(SIGNATURE)
Deputy County Clerk
420 Broadway, Oakland
(TITLE AND ADDRESS OF PERSON ADMINISTERING OATH)

WPA FORM 611

Federal Works Agency
WPA Form 611

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

(818 M)

NOTICE OF CERTIFICATION ACCEPTANCE
TO APPLICANT FOR WPA EMPLOYMENT

CASE NAME Marie T. Black DATE April 5, 1942

Identification No. 0461-23000

Case No. 23030

Marie T. Black
143 Maple Street
Oakland, California

You are hereby notified that your certification for WPA employment has been accepted. This is not a notice to report for work. When there is an opening for you on a project you will receive by mail a notice where and when to report for work. You are urged to continue to make every effort to secure private employment. If you have found work or have not received a notice to report for work with the WPA within 90 days, please notify this office in person or in writing if you are still in need, looking for work, and registered with the State Employment Service. Notify this office of any change in your address

Signed Marion Helgeson Dist. Intake Officer Address 440 Broadway, Oakland
Intake and Certification Section
Division of Employment

WPA FORM 612

FEDERAL WORKS AGENCY
WPA FORM 612

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

(819-M)

NOTICE OF REJECTION OF CERTIFICATION

Case Name Marie T. Black Date April 5, 1942

WPA has determined that the certification for the person named below cannot be accepted because:

Ident. No. 0461-23000
Case No. 23030

Physically & occupationally unqualified for WPA. Restricted to light work but qualified only as domestic; no clerical or handicraft skills and not a machine seamstress.

Signed M. Holley
HEARING AND CERTIFICATION SECTION
DIVISION OF EMPLOYMENT

FORM R-E 8

R-E 8
(6-1-40)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
STATE OF NORTHERN CALIFORNIA

Division of Employment

(685-M)

APPLICATION FOR REEMPLOYMENT

DATE 6/20/42

I, Nadine Black Name I.D. NO. 0460-23862 CASE NO. 23030

143 Maple Street, Oakland
Address (If rural route, please indicate
direction and distance from nearest familiar point)

hereby certify that I am still in need of relief, and make application for reemployment on a WPA project.

☐ I was released from)
☒ I stopped working on)
☐ I did not report to)
☐ I was rejected by)

WPA Project No. 50-68202 On 6/10/42
Date

Reason Given on Form WPA 403 Absent 5 days

Reason Given for Rejection _____

My Absence Was Due To: _____

☒ PRIVATE EMPLOYMENT

Name of Employer Underhill Mfg. Co.
Address of Employer 62 Grand Ave., Oakland Telephone No. _____
I Started to Work for Him On (Date) 6/5/42
I Was Laid Off, Through No Fault of My Own On (Date) 6/19/42
My Rate of Pay Was \$ 18.00 per week My Total Earnings Were \$ 36.00
I Am Eligible for Unemployment Compensation ☐ Yes ☒ No

☐ ILLNESS

I was attended by _____
(Name and Address of Physician or Hospital)

Other Verification _____

☐ OTHER REASON (Describe) _____

Reg. U.S. E. S. 6/20/42

APPLICATION ACCEPTED BY: _____ VERIFIED: _____

Edith B. Aitchison
Signature

Nadine Black
Signature of Worker

Signature

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

June 11, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 12 1942

PAUL PECK, Secretary of State

By *E. E. Silveira*
Deputy

IN REPLY PLEASE REFER TO:

My dear Mr. Peek:

We attach one copy of:

OFFICE MEMORANDUM NO. 3

Subject: Change of Address Sacramento Personnel

Dated: June 3, 1942

DIRECT DISTRIBUTION BULLETIN NO. 1, AMENDMENT NO. 4

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 1)

Dated: June 9, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 23

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Dated: June 3, 1942

NEW ALLOCATION RATE NOTICE NO. 12

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Dated: June 9, 1942

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941 covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira

Administrative Assistant

Attach. .

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

OFFICE MEMORANDUM NO. 3

TO: ALL STAMP ISSUING OFFICES

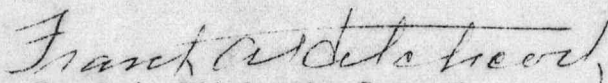
DATE: June 3, 1942

SUBJECT: CHANGE OF ADDRESS
SACRAMENTO PERSONNEL

The address of the following personnel formerly located at 616 K Street, Sacramento, has been changed to the Hannan Building, 1004 Seventh Street, Sacramento:

E. E. Silveira
K. W. Blankenburg
Harry B. White
Lola G. Yerkes
Raymond Hinkel
Irving Latin

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

June 9, 1942

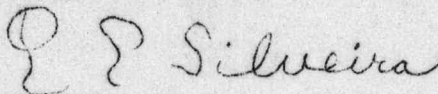
DIRECT DISTRIBUTION BULLETIN NO. 1, AMENDMENT NO. 4
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 1)

Effective June 1, Ventura County will be served by the
Santa Barbara District warehouse.

The Yreka Depot was discontinued May 25. Siskiyou
County will in the future be served by the Redding warehouse.

Very truly yours

MARTHA A. CHICKERING, Director

By  Silveira

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

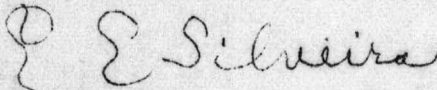
June 3, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 23
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Effective immediately all mail directed to the attention of Miss Lola Yerkes should be address to Hannan Building, 1004 Seventh Street, Sacramento, instead of 821 Market Street, San Francisco.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

June 9, 1942

NEW ALLOCATION RATE NOTICE NO. 12
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, cancel the reference to School Lunch and Summer Feeding Programs indicated by a triple asterisk appearing at the bottom of the Basic Maximum Allocation Table on page 4 of Direct Distribution Bulletin No. 5 and substitute the following as applying to the allocation of commodities to the School Lunch, Educational, Recreational and Summer Feeding Programs:

Rates of Distribution

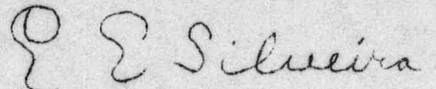
1. If only one meal is served per day the rate of distribution will be that provided for under case composition Code H.
2. If two meals are served per day the rate of distribution will be two-thirds of that provided for under case composition Code A.
3. If three meals are served per day the rate of distribution will be the full rate provided for under case composition Code A.

Delivery of commodities governed by Schedules No. 1 and 2 of the Basic Maximum Allocation Table shall not be based on less than one unit per child, whether one, two or three meals are served.

Commodities listed on page 5 of Direct Distribution Bulletin No. 5 for which no schedule is applicable shall be allocated on the basis indicated without increase, regardless of the number of meals served.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
June 11, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
JUN 12 1942
PAUL PECK, Secretary of State
By *Chickering* Deputy

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
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1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of a regulation,
currently effective, made by the State Department
of Social Welfare.

This regulation is filed in accordance with Article
21 of Chapter 3 of Title 1 of Part 3 of the Political
Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
172:786

Culbert T. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE

XXXXXXXXXXXXXXXXXX

RM. 702, DAVID HEWES BLDG.
995 MARKET STREET

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
June 8, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

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BERKELEY

DEPARTMENT BULLETIN NO. 191

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER

TO:

Subject: War Services and
Assistance Program

In order to facilitate the organization and effective utilization of community resources in an emergency, and in order to avoid duplication of facilities, the American Red Cross, the Office of Civilian Defense, and the Office of Defense Health and Welfare Services have issued statements defining their respective responsibilities. We are attaching copies of those statements. Some of the functions discussed in these agreements, that is, assistance to certain groups of civilians whose need arises from enemy action, are the responsibility of the Federal Security Agency, which has in turn asked the assistance of the State Department of Social Welfare and the County Welfare Departments in their administration.

Three emergency and temporary programs for the prevention and relief of civilian distress arising out of the war have been set up in the Federal Security Agency, financed by allocations from the President's emergency fund.

The Federal Security Agency and the Social Welfare Department are now engaged in planning for their administration within the usual operating structure of the State and County Welfare Departments. Detailed instructions and procedures are not yet available for two of the programs, those of civilian evacuation and civilian welfare. However, the Department of Social Welfare in this bulletin authorizes County Welfare Departments' use of the disbursing procedure set forth in Bulletin No. 181, for any care needed by persons eligible as defined below pending the establishment of the permanent plan. The three war programs and the eligibility for service and assistance for each are as follows:

1. Enemy alien and Japanese evacuation. Eligibility to this program was defined in Bulletin No. 181, and procedures for granting the assistance set forth in that bulletin. The dependents of interned aliens are also eligible to this assistance, and may be given it according to the procedures outlined in Bulletin No. 181, or may receive it from county funds, for which there will be reimbursement later from Federal funds.

2. Civilian evacuation, which represents assistance to non-service connected civilians evacuated from Hawaii and Alaska.

The total program for assistance and service to these evacuees was assumed by the Red Cross at the beginning of the war at the request of the OCD. Certain aspects of the program are now the responsibility of the Federal, State and County governments, and individuals in need of assistance may be given that assistance by the county welfare departments in accordance with the procedure outlined in Bulletin No. 181. The general outline of the program is as follows:

- (a) All non-service connected civilians who arrive at points of debarkation and who present evidence in the reception center that they received assistance in the Islands in order to return to the Mainland would be immediately referred to the public welfare service unit in the Red Cross reception center.

Service connected families or individuals may be referred, if the Red Cross desires to do so.

- (b) If during the reception period other persons, as above designated, appear in the reception center requesting assistance, they too will be referred to the public welfare family service unit. For purposes of definition, we are defining the reception period up to 30 days following debarkation. This is for the purpose of rendering needed assistance to persons who believed they had sufficient funds to reestablish themselves, but whose plans failed to materialize with the consequence that their slim personal resources are now exhausted.
- (c) Needs of evacuees that develop after this 30 day period either for emergency assistance or for continuing care, according to our contemplated plan with the Red Cross, will be referred to the public welfare agency in their local community as a first step in reestablishing them. In these instances the public welfare unit will provide for the necessary recording of the problem and the need, as outlined in the draft manual on this subject. They will also provide that assistance may be available from public funds in that particular community. If no such funds or provision for care is possible, the Red Cross has advised us that they will entertain referral on the basis of emergency civilian assistance for which other more permanent provision has not yet been made.
- (d) The Red Cross will maintain general information service concerning the arrival of evacuees. Consequently, the public welfare units at debarkation points are being requested to furnish the Red Cross with the ultimate destination of individuals who were assisted in order that this information service may be as effective as possible.
- (e) It was agreed that medical, hospital services and burial expenses would be provided through reference to the appropriate officers of the United States Public Health Service. (Procedure for this is covered in the draft manual.)

A detailed Manual of Instructions is available for any county receiving these evacuees, and will be sent upon the request from the county to the Department of Social Welfare. Since Federal funds are specially designated for these people, it is important that they receive this assistance rather than Indigent assistance if they should appear in any community. Communities are asked to make the necessary arrangements with their local Red Cross offices, who have been notified of the plan by the Red Cross.

3. Civilian welfare. This program is designed to care for the immediate needs of persons for whom assistance will probably later be given under legislation such as the Pepper Bill, which now reads under Title 2, Section 201: "In order to provide assistance and services for the temporary relief of civilian distress resulting from enemy attack or the danger thereof or from action to meet such attack or danger, including money payments, loans, and assistance in kind and medical or other services necessary for the protection of health, safety, or welfare, such assistance and services to be available to civilians who are injured, and to the survivors of civilians who are killed, and to civilians who have suffered loss of, or damage to, clothing, tools, living quarters, furniture, or real or personal property of other kinds necessary for employment or habitation, and to civilians who are in war-stricken areas, or who are being or have been evacuated from any area under the direction of civil or military authority; there is hereby authorized to be appropriated for the fiscal year ending June 30, 1942, and for each fiscal year thereafter, a sum sufficient to carry out the purposes of this title." At the present time, the only cases falling under this type of assistance have been disabled air raid wardens, whose injuries were occasioned during blackouts resulting from enemy action. However, these cases are believed to be not typical and the program is designed, primarily, to care for the needs of civilians as a result of an enemy attack.

Since detailed policies and procedures have not yet been prepared for the last category, the State Department of Social Welfare asks that each county, contemplating granting assistance under it, get in touch by telephone or wire with the Department, indicating the problems in the particular case. However, in the event of an attack and resulting need, you are authorized to use the disbursing procedure outlined in Bulletin No. 181, and the forms which you have on hand for granting assistance without such prior discussion.

Form FSA-dsa-3, the disbursing form used in accordance with the instructions in Bulletin No. 181, has been changed, and the instructions for the use of the new form follow:

The revised disbursing order form has only three changes from the old form:

1. Form number - formerly: FSA-dsa-3
now : FSA-bpa-3
2. Programs - formerly: not indicated
now:

- ☐ Enemy alien and Japanese evacuation
- ☐ Civilian Evacuation
- ☐ Civilian Welfare
- ☐ Other -----

3. Item 11 - formerly: Federal Security Agency
Division of Social Assistance

By _____
(Authorized Representative)


now: _____
(Signature)

Agency: _____
Authorized Representative

Bureau of Public Assistance - Social
Security Board
Federal Security Agency

If any county welfare department has on hand a supply of the old form, they may be used by indicating the program charged, on that form. Particular attention must be paid to indicating programs under which the assistance is granted because the funds are from different allocations.

Very sincerely yours


MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120 of the Welfare and Institutions Code)

Joint Statement of the Office
of Defense Health and Welfare
Services and the American Red
Cross Concerning Disaster
Relief and Civilian War Aid.

The purpose of this joint statement is to present a plan which is clear-cut and readily understood, locally as well as nationally, for the distribution of functions pertaining to Disaster Relief and Civilian War Aid. This plan avoids the creation of unnecessary machinery, preserves the values inherent in retaining established agencies -- public and private -- without impairment of their normal functioning, is susceptible of application in all jurisdictions, and is effective without change in principle, or method, in major or minor emergencies. It recognizes the basic responsibility of government for Civilian War Aid and of the American Red Cross for Disaster Relief.

Background

On September 4, 1941, a general understanding was reached between the American Red Cross and the Office of Civilian Defense which stated in part that since "the Red Cross is the responsible agency for the relief of suffering caused by disaster, both in peace time and in the National Defense Emergency, by providing food, clothing, shelter, medical and nursing care, and other basic necessities", it should serve in the "emergency care and rehabilitation of individuals and families suffering from disaster caused by enemy action".

On February 4, 1942, an understanding was reached between the Office of Civilian Defense and the Office of Defense Health and Welfare Services covering the relationships between those two offices. The substance of that statement is that, while the OCD coordinates the work of the Federal Departments relating to civilian defense and promotes the development of state and local Defense Councils and programs, the ODHWS is the agency through which the OCD works with respect to all activities of Federal and national agencies in the field of health, welfare, education, nutrition, recreation, and related services.

On February 6, 1942, the President authorized the Federal Security Administrator to provide such aid to the civilian population as may be necessitated by enemy action.

Definitions

In the interest of clarity, the term "disaster" will not be used in connection with emergencies created by enemy action. Through long usage the term "Disaster" has come to have special significance as referring to natural and accident-caused situations, usually catastrophic in nature, such as hurricanes, tornadoes, and other destructive windstorms; floods; fires; explosions; and epidemics. The term "disaster" has a peculiar connotation which makes its use ill-advised in connection with emergencies resulting from enemy action. Therefore, the word "disaster" will be used to refer only to natural and accident-caused situations, whereas the term "civilian war aid" will be used to describe the relief aspects of situations created by enemy action. The hazards which may involve aid to civilians affected by war operations include civilian needs resulting from enemy attack or the danger thereof or from action to meet such attack or danger and the removal of civilians because of military necessity.

It is the policy of the Department of Defense to ensure that the information contained in this document is not disclosed to unauthorized persons. This document contains information that is classified as "Secret" under the provisions of Executive Order 11652, dated August 3, 1957, and is being controlled in accordance with the provisions of that order. It is the policy of the Department of Defense to ensure that the information contained in this document is not disclosed to unauthorized persons. This document contains information that is classified as "Secret" under the provisions of Executive Order 11652, dated August 3, 1957, and is being controlled in accordance with the provisions of that order.

On November 11, 1941, a general understanding was reached between the American Red Cross and the Office of War Relocation Authority in that the American Red Cross in the Hawaiian Islands would be the agent of collection of donations, both in cash and in kind, for the National Defense Council. The American Red Cross, through its United States and Canadian branches, would serve as the "conduit" for the collection of contributions and would submit them to the War Relocation Authority for its distribution.

On February 22, 1952, the Government of the United States of America, by and through its Ambassador to the United Kingdom, Mr. Robert A. Taft, Jr., presented to the British Government a letter from the United States of America, dated February 22, 1952, in which the United States of America requested the British Government to take certain steps in order to prevent the export of atomic energy information to the United States of America. The letter was signed by the United States of America and was addressed to the British Government. The letter was received by the British Government on February 22, 1952. The letter was signed by the United States of America and was addressed to the British Government. The letter was received by the British Government on February 22, 1952.

On February 8, 1964, the President announced the Federal Executive Order to provide more aid to the civilian population as may be necessary.

[illegible]

Needs

The human needs for Civilian War Aid arising out of an emergency created by enemy action are in general the same as those arising out of disaster.

These needs may be dealt with in three stages: (1) on a mass basis immediately following the emergency; (2) on a temporary individual basis following the restoration of normal community facilities; and (3) on a long-time basis through indemnity or other benefits.

The need for services will be most pronounced immediately following the emergency before the community facilities begin to operate normally, or in communities which are so devastated that money will not meet the need for necessary goods and services through ordinary channels. Such services include: inquiry and information service; first aid and emergency medical service; more extended medical, nursing and hospital care; transportation of persons and their necessary belongings, and appropriate services en route; food and mass feeding; clothing; shelter, temporary and long-time; household furnishings, workmen's tools, and stock-in-trade of shopkeepers; occupational aid; and aid to families returning to their original homes or being resettled in new locations.

Where the normal facilities of the community are not so seriously disrupted by the enemy action that persons with money cannot procure the necessary goods and services, the Federal Security Administrator will make temporary aid available through the facilities of the Social Security Board and appropriate State and local public agencies which are now responsible for meeting the needs of individuals and families. On a long-time basis persons who are injured and dependents of persons who are injured or killed may receive continuing assistance in the form of indemnity benefits, in the nature of workman's compensation but not restricted to wage-earners, through the Social Security Board.

With regard to medical, nursing, and hospital care, the Federal Security Administrator has designated the U. S. Public Health Service and the cooperating State and local public health departments as the responsible agencies, utilizing funds made available to the Federal Security Administrator. The American Red Cross will supplement medical, nursing, and hospital care in accordance with such plans as may be developed between the U. S. Public Health Service and the American Red Cross, with the approval of ODHWS.

The Federal Security Administrator, working through the Social Security Board and appropriate State and local public agencies, will make provisions for the long-time maintenance of civilians affected by enemy action, the provision of household furnishings and of long-time or permanent shelter (including repair and rebuilding of homes), occupational assistance, and aid to families returning to their original homes or in need of permanent resettlement elsewhere.

Policies and Procedures

- 1) The American Red Cross, under its Congressional Charter, is the responsible agency for extending relief in natural disasters and those caused by accident or sabotage, whether they occur in peacetime or in war-time. As in the past, the Red Cross in extending

such relief will be supported and assisted by the appropriate governmental agencies and facilities.

- 2) The Federal Government has basic responsibility for the protection, welfare, and care of the civilian population in emergencies resulting from enemy action. In view of the President's allocation to the Federal Security Administrator on February 6, 1942, and pending legislation to make such functions more permanent, it is assumed that necessary funds will continue to be available to provide for all needs of civilians affected by enemy action.
- 3) With respect to the emergency period during which special facilities must be made available to meet emergency needs without notice, the Federal Security Administrator will look to the organization, facilities, and resources of the American Red Cross to provide food, clothing, and temporary shelter. As soon after the emergency as the Federal Security Administrator determines that aid can be extended through normal channels, he will carry out his function through the regular Federal, State and local public agencies which are now responsible for meeting the needs of dependent individuals and families, and the Red Cross will arrange for the orderly termination of its emergency aid.
- 4) With regard to food, clothing, and temporary shelter, the American Red Cross will use its organization, facilities, and resources, in conformity with this joint statement and such additional detailed plans as may be developed by it and the Federal Security Administrator. The American Red Cross will function in every community on the basis of conditions agreed upon by it with the State and local Public Welfare Agencies in conformity with this joint statement and with such additional detailed instructions as may be agreed upon by the Federal Security Administrator and the American Red Cross. In addition to providing food, clothing, and temporary shelter, the American Red Cross will, where appropriate, provide inquiry and information service and assist in the transportation of persons, and their necessary belongings, in connection with Civilian War Aid.
- 5) The American Red Cross is prepared to undertake appropriate added responsibilities for sufferers from war-caused emergencies and will provide assistance and services supplemental to those made available by public agencies in those cases which are referred to it by the public agencies for consideration of special needs and services.
- 6) Should enemy action cause needs for food, clothing, and temporary shelter of such magnitude as to be beyond the normal scope of voluntary financing, or should the Federal Security Administrator even in situations within the normal scope of voluntary financing prefer to discharge the Government's basic responsibility by financing these needs, the Federal Security Agency will make payment for the major expendable items, after the fact and upon presentation by the American Red Cross of properly certified vouchers. In all activities which the American Red Cross undertakes, detailed accounting will be maintained in accordance with existing procedures so that adequate vouchers, properly audited by the War Department, may be presented.

such will be supported and assisted by the appropriate Federal agencies and facilities.

3) The Federal Government has a special responsibility for the protection, welfare, and care of the children of the Nation, and it is the duty of the Federal Government to provide for the health, education, and general welfare of the children of the Nation. The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation.

4) The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation. The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation. The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation.

5) The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation. The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation. The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation.

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7) The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation. The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation. The Federal Government will take such legislative and administrative action as may be necessary to provide for the health, education, and general welfare of the children of the Nation.

- 7) Since the operating details of Civilian War Aid will vary in the communities according to existing facilities and practices, the State and local agencies designated by the Federal Security Administrator will work out the details of local operations with chapters of the American Red Cross. At each level, the government has basic responsibility for meeting the needs and the American Red Cross will work out the details with the responsible state and local public authorities in the same way that it has worked out the national policies and procedures with the Federal Security Administrator in order that the local operations will conform to the general principles and procedures stated herein.
- 8) The American Red Cross National Organization will arrange immediately for compliance with the provisions of this joint statement by its local chapters. Similarly, the Federal Security Administrator will use all reasonable means to secure compliance by State and local governmental authorities.

Approved: April 17, 1942

/s/ PAUL V. McNUTT
Director, Office of Defense Health and
Welfare Services

/s/ NORMAN H. DAVIS
Chairman, American Red Cross

JOINT STATEMENT
OFFICE OF CIVILIAN DEFENSE
AND
AMERICAN RED CROSS

To secure unity of effort and avoid duplication of facilities in meeting civilian needs arising from enemy action, this statement is issued by the Office of Civilian Defense and the American National Red Cross for the guidance of Defense Councils and Red Cross Chapters.

It is the responsibility of local Defense Councils to see that adequate provision is made for all services required in the event of bombing or other enemy attack. During an emergency period the Commander of the Citizens' Defense Corps will exercise control over all such services.

With respect to emergency medical services and emergency feeding, housing, and clothing, provision should be made in each community in conformity with the following principles:

Emergency Medical Services

During bombing or other enemy attack, all services are directed from the Control Center in charge of the Commander of the Citizens' Defense Corps. Responsibility for the care of those injured as a result of enemy action rests with the Emergency Medical Service of the Citizens' Defense Corps under the direction of the Chief of the Emergency Medical Service.

Red Cross Chapters assist the Emergency Medical Service by (a) recruiting and training Volunteer Nurses' Aides who will be utilized by the Emergency Medical Service at Base and Casualty Hospitals, Casualty Stations, and First Aid Posts; (b) furnishing lists of persons trained in first aid to be enlisted by the Emergency Medical Service as members of its stretcher teams; (c) providing dressings, bandages, and supplementary equipment as the Chapter may decide in consultation with the Chief of Emergency Medical Service; (d) equipping and operating emergency ambulances to be assigned to the Emergency Medical Service and to serve under its direction; (e) providing supplementary transportation for walking injured and for Emergency Medical Service personnel. During the emergency period, ambulances and motor units assigned to such transportation service will be under the direction of the Chief of Emergency Medical Service or the Transport Officer. The Emergency Medical Service of the Office of Civilian Defense will not be duplicated by the Red Cross but will be utilized by the Red Cross in natural disasters.

Emergency Feeding, Housing, and Clothing

In the joint statement dated April 17, 1942 of the Office of Defense Health and Welfare Services and the American Red Cross it is agreed: "With respect to the emergency period during which special facilities must be made available to meet emergency needs without notice, the Federal Security Administrator will look to the organization, facilities, and the resources of the American Red Cross to provide food, clothing, and temporary shelter." These services will be provided locally during an emergency period by the Red Cross under the control of the

Commander of the Citizens' Defense Corps in accordance with detailed plans to be worked out jointly by the Commander, the Red Cross Chapter, and the public welfare Authority.

Defense Councils should avoid duplication of these facilities. Where an Emergency Food and Housing Corps has already been organized and equipped to the satisfaction of the Commander of the Citizens' Defense Corps, its function should be coordinated with those of the public welfare authorities and the Red Cross Chapter and if possible consolidated.

After the emergency period the appropriate public agencies are expected to undertake the care of civilians in accordance with plans developed in conjunction with the Office of Defense Health and Welfare Services and the Federal Security Administrator. Funds will be made available for this purpose by the Federal Government through the Federal Security Administrator. Local welfare agencies and Red Cross Chapters should be guided in their relationships by the agreement signed on April 17, 1942 by the Office of Defense Health and Welfare Services and the American Red Cross.

All Red Cross volunteers enlisted in the emergency feeding and housing service, and all other Red Cross volunteers who are to be in service during and following bombing or other enemy action, will register with the local Civilian Defense Volunteer Office. The cards of all such registrants are to be marked so as to show that these volunteers are in Red Cross Service. In order to obtain necessary freedom of movement during and immediately after enemy action, Red Cross personnel certified to the Commander by the chapter for emergency feeding, housing, and clothing services will be furnished with identification cards issued to Citizens' Defense Corps personnel and will be authorized to wear the official armband.

This statement supersedes the joint statements of September 4 and December 22, 1941.

/s/ NORMAN H. DAVIS
Norman H. Davis, Chairman
American Red Cross

/s/ JAMES M. LANDIS
James M. Landis, Director
Office of Civilian Defense

Approved: May 18, 1942

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also outlines the specific requirements for record-keeping, including the need to maintain records for a minimum of five years.

RECORD-KEEPING REQUIREMENTS

The following requirements apply to all entities subject to the provisions of this Act:

- 1. All entities must maintain accurate and complete records of all transactions.
- 2. Records must be maintained in a form that is accessible and retrievable.
- 3. Records must be maintained for a minimum of five years.

EXEMPTIONS FROM RECORD-KEEPING REQUIREMENTS

The following entities are exempt from the record-keeping requirements of this Act:

- 1. Entities that are not subject to the provisions of this Act.
- 2. Entities that are exempt from the provisions of this Act by virtue of their size or nature.

ENFORCEMENT

The provisions of this Act shall be enforced by the appropriate regulatory authority.

The second part of the document discusses the enforcement of the provisions of the Act. It outlines the powers of the regulatory authority to investigate and enforce compliance with the Act. The document also discusses the penalties for non-compliance, including fines and imprisonment. The document emphasizes that the regulatory authority has the power to take any action that is necessary to ensure compliance with the Act.

The third part of the document discusses the role of the courts in enforcing the provisions of the Act. It outlines the powers of the courts to hear and determine cases brought by the regulatory authority. The document also discusses the powers of the courts to grant injunctions and to award damages. The document emphasizes that the courts have the power to take any action that is necessary to ensure compliance with the Act.

The fourth part of the document discusses the role of the public in enforcing the provisions of the Act. It outlines the powers of the public to bring cases against entities that are in breach of the Act. The document also discusses the powers of the public to seek damages. The document emphasizes that the public has the power to take any action that is necessary to ensure compliance with the Act.

The fifth part of the document discusses the role of the regulatory authority in promoting compliance with the Act. It outlines the powers of the regulatory authority to provide guidance and advice to entities. The document also discusses the powers of the regulatory authority to conduct training and education. The document emphasizes that the regulatory authority has the power to take any action that is necessary to ensure compliance with the Act.

The sixth part of the document discusses the role of the regulatory authority in monitoring compliance with the Act. It outlines the powers of the regulatory authority to conduct audits and inspections. The document also discusses the powers of the regulatory authority to take enforcement action. The document emphasizes that the regulatory authority has the power to take any action that is necessary to ensure compliance with the Act.

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
June 19, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation,
currently effective, made by the State Department
of Social Welfare.

This regulation is filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 20 1942

PAUL PECK, Secretary of State

By *Chas. Wright* Deputy

Sacramento
June 17, 1942

DEPARTMENT BULLETIN NO. 181-F

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Assistance Paid to Dependents
of Detained or Interned Enemy
Aliens since March 23, 1942,
whose means of livelihood have
been disrupted by restrictive
orders of the Department of
Justice or the United States
Army

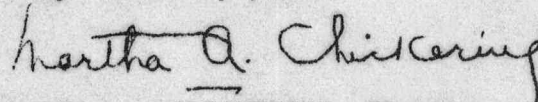
Reference is made to Bulletin No. 191 and Circular Letter No. 187 regarding assistance to dependents of detained or interned enemy aliens.

The financing of assistance expenditures in this subprogram has been largely on a direct disbursement basis. That is, assistance has been granted through the medium of Federal Security Agency disbursing orders.

As you were notified, assistance to dependents of detained or interned enemy aliens would be reimbursed in full from Federal funds effective March 23, 1942. Therefore, if your county has made any disbursements through the medium of county funds instead of Federal Security Agency disbursing orders, will you please advise us so we can inform you how to make the claim.

The State Department of Social Welfare will furnish, upon request, the necessary Federal forms and complete detailed instructions on how to prepare and submit claims against the Federal Security Agency for expenditures which were made through the medium of county funds and for which reimbursement has not been secured.

Very sincerely yours



MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120 of the Welfare and Institutions Code)

Culbert T. Olson
Governor

MAIN OFFICE
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SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

June 24, 1942

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
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J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with Article
21 of Chapter 3 of Title 1 of Part 3 of the Political
Code as amended by Chapter 628, Statutes of 1941.

Very truly yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 24 1942

PAUL PEEK, Secretary of State

By *Chas. J. Wright*
Deputy

Sacramento
June 16, 1942

DEPARTMENT BULLETIN NO. 193

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Aid to German Aliens Through
Swiss Legation

Department Bulletins Nos. 181 and 191 authorized county welfare departments to grant assistance to the dependents of interned or detained enemy aliens and set forth certain procedures for the granting of that assistance. The State Department of Social Welfare has now been informed that that part of the assistance which is to German citizens will be paid by the German Government through the Swiss Consulates as outlined below. This program will be considered part of the enemy alien and Japanese evacuation program, and the procedures outlined for that program in Bulletins No. 181, and 191 apply, except where specifically stated otherwise in this bulletin.

Relationship to
Swiss Consulate

The Swiss Government, in the role of protective power, is representing Germany and Italy in protecting the interests of the citizens of those countries living in the United States.

The Spanish Government in the same manner is representing Japan. The Swiss Government is serving in the same capacity for the United States in the various enemy countries. General policy questions relating to these arrangements are, of course, determined by the Department of State of the United States. The Governments of Italy and Japan have not yet made money available for their citizens.

The German Government however has provided the Swiss Legation with funds which it may use to assist individuals of German citizenship in the United States. The Swiss Legation has requested the Bureau of Public Assistance of the Social Security Board to arrange with the State agencies which are acting in behalf of the Bureau with respect to enemy aliens to investigate such cases involving German interests, determine the amount of assistance to be given, and notify the nearest Swiss Consul of this decision. The Swiss Legation has instructed its Consuls to make payments as recommended by the welfare agencies when German citizenship is verified through the alien registration number and complementary documents, such as passport and papers of origin.

It should be clear that the Swiss Legation is responsible for assistance to German citizens only. In families which are made up of both German citizens and American citizens, or others, and which are eligible under the provisions of the enemy alien program, it will be necessary to apportion the assistance granted the group and request payment from the Swiss Legation only for that portion of the assistance which is given with respect to the German citizens. It should also be understood that in determining the German citizenship of persons to receive assistance

from German funds, the Swiss Legation will be bound by the law and policy of the German Government, which excludes Jews and the peoples of conquered countries from citizenship in Germany.

Case Administration Procedure

Ultimately, it is expected that relationships between the county welfare departments and the Swiss Consul will be direct. During the present initial period, however, when the program is getting under way, it has been agreed that the relationships will be through the State Department of Social Welfare and the Regional Office of the Social Security Board, in accordance with the procedures outlined below.

Cases will come to the attention of either the Swiss Consul or the welfare agencies directly. If they come to the attention of the Swiss Consul, he will report the matter to the Bureau of Public Assistance of the Social Security Board, who will in turn report it to the State Department of Social Welfare, which will refer it to the proper county welfare department with a request that an investigation be made. The county welfare department will then investigate the request for assistance, and send a summary of that investigation together with its recommendation for the amount of financial assistance on a monthly basis to the State Department of Social Welfare, Sacramento Office. The summary should consist of a summary of the narrative record and a copy of the special social data card and whatever form the county welfare department uses for authorizing assistance. Included in the narrative should be the basis upon which the assistance grant has been computed. Copies of the special social data card will be sent with the letters of referral, and extra copies will be sent upon request from any county, believing it has a family eligible to this type of assistance. In the event that emergency assistance is necessary and the family cannot wait for the receipt of a warrant from the Swiss Legation, assistance should be granted under procedures outlined in Bulletin No. 181, and a letter sent to the State Department of Social Welfare stating that the family is eligible to the special German fund and recommending that the Federal Security Agency secure reimbursement.

No policy has yet been set regarding the continuous offering of service in this program to any particular family, and information will be sent you later on this point.

Handling of Complaints

The arrangement for the consideration of complaints is that any complaint received by the Swiss Legation from a German citizen shall be referred to the agency which is handling the case. During the interim period described above, these complaints will probably be cleared through the State Department of Social Welfare. The general plan is that the agency carrying the case will report to the Swiss Legation information it has which is pertinent to the issue raised. In no case will the Swiss Legation or any of its Consuls make changes on their own initiative in the amount of the assistance granted in the recommendation of the welfare agency.

Internment Camps

There will be, from time to time, situations requiring communication, and in some instances, interviews with aliens who are interned in one of the internment camps. This will be particularly true in cases which require planning for the care of children through placement or other arrangements. Arrangements for permission to enter these camps and interview interned persons will be made through the State Department of Social Welfare. The letter requesting permission should state the name of the person who will make the contact with the camp and his title, the nature of the business to be transacted, and the name of the person to be interviewed. It would seem desirable that first contacts with the camp Commander be made through the executive of the nearest local administrative unit or through the State field person in the area.

Foster Care

It may have been necessary in some instances for children to accompany their mothers to internment camps as a temporary expedient. These children will probably be sent back to the communities from which they came, and plans for their care, if they have no relatives or friends who can provide care, should be made in accordance with the usual plans made for children without homes. Such care may be paid for in the same fashion as the other assistance. Such care may be arranged as seems most appropriate, including placement with relatives, friends, in approved foster homes, or in institutions approved and licensed by the appropriate licensing authority of the State. In all instances, the provision of services on behalf of children should be consistent with the standards for child care developed by the Boarding Home Division of the State Department of Social Welfare.

In addition to the procedures outlined here, statistical forms will be developed, which will be sent you later.

(Authority: Sections 113 and 120,
Welfare and Institutions
Code)

Very sincerely yours,

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Sacramento
June 18, 1942

DEPARTMENT BULLETIN NO. 192

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: New Form Ca 239
"Notification of Action by the
Board of Supervisors - Aid to
Needy Children"

Attached is a sample of Form CA 239 "Notification of Action by the Board of Supervisors - Aid to Needy Children." This is a new form to be used when notifying applicants for Aid to Needy Children of the action of the Board of Supervisors upon their applications and to notify recipients when aid has been decreased or discontinued. (See Manual of Policies and Procedures, Section 325-20, as adopted by the Social Welfare Board.) A copy of each notification shall be retained in the county file.

This form replaces CA 211 "Notice to Applicant of Approval by Board of Supervisors - Aid to Needy Children" and CA 212 "Notice to Applicant of Denial by Board of Supervisors - Aid to Needy Children" which are now obsolete.

Individual counties may substitute a form devised by them, provided the substitute form contains all of the information called for on CA 239.

Supplies of printed forms are available at the Bureau of Purchases, State Office Building #1, Sacramento.

(Authority: Sections 1550,
1551, 1552.5, and
1560, Welfare and
Institutions Code)

Very sincerely yours

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachment

Notification of Action By the Board of Supervisors
Aid to Needy Children

_____ COUNTY

To: [] _____ [] _____
Date _____
Children's Surname _____
State No. _____ County No. _____
District _____

The County Board of Supervisors acted upon your application for Aid to Needy Children as checked below:

☐ Application granted effective _____ in the amount of \$ _____
For _____
Write in names of children _____

☐ Application denied
For _____
Write in names of children _____

Reason for Action: _____

The County Board of Supervisors adjusted the grant of Aid to Needy Children received by you as checked below:

☐ Aid was decreased effective _____ in the amount of \$ _____
For _____
Write in names of children _____

☐ Aid was discontinued effective _____
For _____
Write in names of children _____

Reason for Action: _____

The grant of aid, or any change in the amount of aid, is based on the present circumstances and is subject to revision with a change in circumstances.

If you do not understand this notice or are dissatisfied with the action of the Board of Supervisors, contact the County Welfare Department located at _____
for discussion of any question involved.

Any applicant or recipient who is dissatisfied with the action taken upon his application, or with respect to the amount of aid granted may appeal to the State Department of Social Welfare, 616 K Street, Sacramento, California.

SIGNATURE OF COUNTY WORKER

IMPORTANT.—Information for all recipients of Aid to Needy Children:

Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with your County Welfare Department before you move, either out of the county or to a new address within the county. Otherwise, there may be an unavoidable delay or interruption in the receipt of aid.

In accordance with your statement, formally sworn to at the time you signed the application, you are urged to discuss promptly with your County Welfare Department any changes in circumstances or financial condition. This will include reporting marriage of parent or a child as well as discussion of purchase or sale of real or personal property and any changes in income from property, earnings, or any other source.



Sacramento
June 19, 1942

DEPARTMENT BULLETIN NO. 119-H

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Employees Working Less
Than Full Month and Audit
of Leaves with Pay

Employees
working
less than
full month
and paid on
monthly rate

Under the date of August 5, 1941, the State Department transmitted to the individual counties, Bulletin No. 160 which explained the various rate tables for computing less than a full month's aid and a reciprocal table for calculations of portions of monthly payments, Form DFA 137. Copies of the tables were later sent under separate cover.

Also, under the date of February 24, 1942, DFA Letter No. 11 was written to the individual counties requesting information as to the procedure followed in computing salary reimbursement for employees who work less than one full month and who are not on a per diem basis.

An analysis of the replies received from the counties indicated that the majority of counties allocate such broken time on the same basis as followed by the State of California; that is, on the basis of the number of calendar days in the month, through the use of the reciprocals shown on Form DFA 137.

It is requested, therefore, that effective July 1, 1942, from which date the fiscal audit of the Merit System becomes fully operative, claims for salaries of all employees included under the compensation plan and who work less than one full month, be allocated on the basis of the reciprocal table; for example, a person is employed on March 15th at \$100.00 per month or for seventeen days in March:

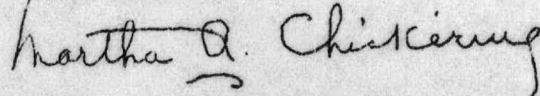
The monthly rate x reciprocal = Amount of payment
The 17 day reciprocal for a 31 day month is
.5484, therefore, \$100.00 x .5484 = \$54.84

In this manner, uniformity will exist in claims for reimbursement of county welfare administrative costs. Additional copies of the reciprocal table may be secured from the State Department of Social Welfare on request.

Fiscal
audit of
leaves
with pay

May we also advise that the Employee's Monthly Time Record, Form DFA-43, will be examined at time of Federal and State audits to determine compliance with Merit System rules and regulations with requests to leaves with pay; i.e., vacation and sick leave taken. Please be sure that these time records are posted currently and accurately so that fiscal exceptions will not result. The effective date of this examination will be July 1, 1942, in all counties except Los Angeles, San Francisco, San Diego, Sacramento, Santa Clara and Alameda where the effective date will be January 1, 1942.

Very sincerely yours



MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Section 119.5, Welfare and Institutions Code)

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
June 30, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUN 30 1942

PAUL PECK, Secretary of State

By

Chris O. Sargent
Deputy

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
State Department of Social Welfare

277:112
Attachments

MAIN OFFICE
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616 K STREET

LOS ANGELES OFFICE
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SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
June 15, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
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1690 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

MANUAL LETTER NO. 23

IN REPLY PLEASE REFER

TO: 1297

You receive herewith WPA Referral and Certification Chapter revisions 1 and 2, which are effective immediately. These revisions are to be entered in your copy of the Manual of Policies and Procedures in accordance with the printed Introduction, and the revision numbers are to be cancelled on the separator for the chapter.

Your attention is directed particularly to the following sections:

Sec. 751-40 The policy regarding War Bonds and Stamps as personal property adopted by the Social Welfare Board on May 22, 1942, has been included in this section.

Sec. 752-50 Veterans preference eligibility of members of armed forces in present war is explained.

Sec. 752-55 Question of veteran status may be resolved by Veterans' Administration.

Statements contained in the Manual take precedence over the same material previously released in bulletins

751-15

WP.

REFERRAL AND CERTIFICATION

Projects Administration

751-15 Sec. 751-15 Residence

WPA

Persons who have State and county residence in accordance with the provisions of the W. & I. C. for residence for GR are eligible for referral to WPA provided they are otherwise eligible. (See Chapter 975-00, Residence—General Relief.) Persons who do not have such residence shall be referred to the WPA if they have lost legal residence elsewhere. No person shall be referred to the WPA pending possible verification of residence and authorization to return the person to his place of legal residence.

751-20 Sec. 751-20 Minimum Age

WPA

No person under the age of eighteen years is eligible for employment on a WPA project.

751-30 Sec. 751-30 Real Property

WPA

Ownership of a home occupied by an applicant and his family shall not be considered in determining need. When there is income from property in which the WPA worker lives, e.g., multiple dwellings, the net income shall be considered in the same manner as earnings of the worker.

Real property other than that owned and occupied by the WPA worker shall be considered as a resource and the worker shall be expected to list it with two reputable real estate brokers for immediate sale at a fair price. The WPA worker shall give notice of successful disposal of the property to the county or the area office of the WPA Division of Employment. The profitable use or disposal of income property shall be considered on a casework basis as a possibility for meeting the family needs.

751-35 Sec. 751-35 Personal Property

WPA

When an applicant has valuable non-income producing personal property, other than household furnishings, which appears to have a ready market value and which would bring a substantial monetary return if sold, he shall be required to dispose of this property. The amount realized from the sale shall be considered a resource, with exemption as for savings or bank accounts. (See Sec. 751-40, Savings, Bank Accounts, Cash Assets, etc.)

751-40 Sec. 751-40 Savings, Bank Accounts, Cash Assets, Stocks, Bonds, Mortgages, Notes, etc.

WPA

Savings, bank accounts, or cash assets, including stocks, bonds, mortgages, notes, etc., and cash or loan value of insurance as provided in Sec. 751-45 shall not exceed \$200 for a single person, \$200 for the head of a family, plus \$50 for each additional member of the family with a maximum of \$400 for any one family unit. (For exception, see Sec. 752-60, Determination of Need of Veterans Group.)

War Saving Bonds and Stamps owned by an applicant shall not be considered in determining eligibility.

751-45 Sec. 751-45 Life Insurance

WPA

Straight life insurance held by the head of the family, the face value of which does not exceed \$1,500, shall be left in force and the policyholder shall not be required to borrow on it or cash it.

A policy, the face value of which exceeds \$1,500, and additional policies held by a single person may remain in force provided that the cash or loan value of such policies when added to the other resources as set forth in Sec. 751-40, Savings, Bank Accounts, etc., does not exceed \$200, plus an amount sufficient to pay the premiums for two years.

A policy, the face value of which exceeds \$1,500, and additional policies held by the head or other members of the family may remain in force provided the cash or loan value of such policies when added to the other resources of the family as set forth in Sec. 752-20, does not exceed \$200, plus \$50 for each additional member of the family with a maximum of \$400 for any one family, plus an amount sufficient to pay the premiums for two years.

When a family is carrying a large amount of insurance, the family circumstances should be scrutinized for unrevealed resources. (For exception, see Sec. 752-60, Determination of Need of Veterans Group.)

Work Projects Administr**WPA REFERRAL AND CERTIFIC****ON****751-10****Sec. 750-00 Provisions of Law Regarding WPA Referrals****750-00****WPA**

Any county may certify to the SDSW persons determined by the county to be eligible under Federal statutes and rules and regulations for employment under the WPA program, upon (a) projects sponsored and supported in whole or in part by the SDSW, and (b) upon projects sponsored and supported entirely by the Federal Government.

Sec. 750-05 Operating Agreement Between WPA and SDSW**750-05****WPA**

The WPA, both northern and southern districts in California, has entered into a contractual agreement with the SDSW whereby the latter is the official referral agency for WPA employment. The joint agreement provides for the promulgation by the SDSW of such rules and regulations as are necessary for the determination of need of persons to be employed by the WPA. Said rules and regulations are agreed upon by the SDSW and the WPA, and are in accordance with the provisions of applicable Federal Emergency Relief Appropriation Acts and the rules and regulations of the WPA. The SDSW makes rules and regulations effective in those counties where WPA activities are carried on by means of agreements between the SDSW and the individual counties.

In accepting the SDSW as a referral agency, the WPA agrees to the eligibility requirements as outlined for determining need for initial or subsequent referrals for WPA certification.

Sec. 750-10 SDSW and County Agreements**750-10****WPA**

The SDSW enters into an agreement with the boards of supervisors of the counties in which the WPA operates. This agreement provides for the certification to the SDSW by the county of those persons who qualify under the standards of eligibility set forth in Sec. 751-00, Standards of Eligibility. (See Sec. 753-30, County Certification of Eligibility.)

Sec. 751-00 Standards of Eligibility**751-00****WPA**

Eligibility for referral to WPA is based upon four factors: (1) citizenship, (2) employability, (3) need, and (4) residence. These requirements are subject to the limitations prescribed by law and the rules and regulations set forth in this chapter.

Sec. 751-05 Citizenship**751-05****WPA**

Only citizens of the U. S. and persons owing allegiance to the U. S. are eligible for referral to the WPA for certification. Aliens who have filed a declaration of intention of becoming a citizen (first paper) are not citizens, do not owe allegiance to the U. S. and are not eligible for referral to the WPA. Persons who claim citizenship through naturalization shall produce documentary proof in the form of a certificate of naturalization (second paper). Persons who claim derivative citizenship also shall produce documentary proof.

No alien, Communist or member of any Nazi Bund organization may be employed on any WPA work. A Citizenship and Allegiance Affidavit (WPA Form 610), is required of all persons referred to WPA. (See Sec. 753-10, Citizenship and Allegiance Affidavit.)

Sec. 751-10 Employability**751-10****WPA**

The county may refer employable persons only, that is, individuals who are able physically and mentally to perform employment and who are not prevented from accepting employment by family responsibility. Employability is determined by the ability of the person to perform work for which he is qualified in a satisfactory manner. No person whose physical condition is such as to make his employment dangerous to his health or safety, or to the health and safety of others, may be referred for WPA employment. (See Sec. 754-00, Medical Reports; and Sec. 753-65, Item 4. Recent Employment Record of Priority Member.)

753-05

WPA

FERRAL AND CERTIFICATION

V

Projects Administration

753-05 Sec. 753-05 Registration with USES

WPA

Prior to referral to WPA, all persons shall be registered and thereafter maintain active registration with the USES.

753-10 Sec. 753-10 Citizenship and Allegiance Affidavit

WPA

Prior to referral every person shall make affidavit as to U. S. citizenship and that he is not a Communist or a member of any Nazi Bund organization. The affidavit shall be made on Citizenship and Allegiance Affidavit (WPA Form 610). The county shall have WPA Form 610 completed for all persons referred to WPA and shall attach it to Worker's Statement of Family Resources (WPA Form 605) at time of referral. (See WPA Form 610 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

Any person empowered under State law to administer oaths may administer the required oath and sign the WPA Form 610. It shall be the responsibility of the person who administers the oath to impress upon the affiant the full meaning and significance of his signature.

It shall not be necessary for the referral agency to secure a new WPA Form 610 if the person who reapplies for referral to WPA has been employed on a project subsequent to July 31, 1941.

753-15 Sec. 753-15 Priority Member

WPA

The usual wage earner of the family shall be designated as the priority member. The wage earner is normally an adult male.

753-20 Sec. 753-20 Employment Limited to One Member of a Family

WPA

Only one member of a family group may be employed on WPA projects. This restriction applies to both certified and non-certified project employees. For definition of household or family group see Sec. 753-60, Item 2. List All Members of Family in Household Group.

Family groups living in one household shall be treated in such a manner as to assure the certification of each natural family unit, if otherwise eligible. The usual or customary way of living in a family shall determine what members are to be included in the family group which is being considered for referral to WPA.

Part-time employment of a member of a family by the NYA or the enrollment of a member in the CCC shall not preclude employment on WPA projects of another member of the same family, if otherwise eligible.

An unmarried child who has established separate living arrangements away from the parental household for the first time within 6 months prior to his application for WPA employment shall not be eligible for employment in addition to another member of the same family group, unless it is established that such separation was made for bona fide reasons.

753-25 Sec. 753-25 Work History

WPA

The Work History (WPA Form 450) shall be given to the priority member by the county at time of application with instructions to complete the form and return it promptly to the county. The county shall attach the completed WPA Form 450 to the Worker's Statement of Family Resources (WPA Form 605) at time of referral to WPA. (See WPA Form 450 in Sec. 759-00, Forms Used in WPA Referral Procedure.)

753-30 Sec. 753-30 County Certification of Eligibility to the SDSW for Referral to WPA

WPA

The county may certify to the SDSW those persons determined to be eligible for referral to the WPA when an agreement by and between the county and the SDSW has been signed. (See Sec. 750-10, SDSW and County Agreements.)

Sec. 752-15 Contributions from Relatives or Friends

752-15

WPA

The full amount of regular contributions from relatives or friends shall be considered in determining family income.

Sec. 752-20 Military Pay

752-20

WPA

Only that part of the base pay which actually is contributed by a member of a family who has been ordered or inducted into active military service shall be considered with other income in determining need.

Sec. 752-50 General Policy of Veterans Preference

752-50

WPA

The Emergency Relief Appropriation Act, fiscal year ending June 30, 1942, requires that in employing or retaining in employment on WPA projects, preference shall be given to veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the U. S. has been engaged (as determined on the basis of the laws administered by the Veterans' Administration, except that discharged draft enrollees other than those with service-connected disability shall not be considered as veterans for the purposes of this sub-section), and unmarried widows of any such veterans and the wives of any such veterans who are unemployable, who have been certified as in need of employment by the WPA or by any agency designated by it to so refer. Members of the armed forces who have participated or who may participate in a campaign or expedition during the present conflict are veterans and entitled to veterans preference. Provided: That if the total monthly income from all sources of any such veteran or of the unmarried widow of any such veteran, or if the total combined monthly income from all sources of any such unemployable veteran and his wife, as determined by the Commissioner (whose determination shall be final and conclusive), is less than the monthly earnings the veteran, unmarried widow or wife would receive if employed as a project worker of the WPA, then such veteran, unmarried widow, or wife, as the case may be, shall be certified as in need of such employment.

Sec. 752-55 Proof of Veteran Status

752-55

WPA

Proof of veteran status shall be established by claim number or serial number. (See Sec. 753-55, Item 1. Case Name, etc.)

When question arises as to whether a person is a veteran, such question should be referred to the local office of the Veterans' Administration.

Sec. 752-60 Determination of Need of Veterans Group

752-60

WPA

When the income of a veteran applying to the county for referral to WPA, or of a veteran whose need status is being reviewed is less than the unskilled "A" wage, such veteran is eligible for WPA employment even though the income is greater than the WPA budget which has been established for referral and review of need for other WPA workers.

If the budgetary requirements of a veteran and his family are greater than the unskilled "A" wage, the regular WPA budget established for families of similar size shall apply.

The need of the veterans group shall be based on income. Resources such as non-income-producing property, life insurance, etc., shall not be considered in determining the need of members of the group. However, resources convertible into cash which are appreciable in amount, shall be considered. All forms of income, whether in cash or in kind, including disability compensation and earnings of other members of the family group, shall be considered, such earnings to be considered on the same basis as for nonveterans. Eligibility for UI and RUI does not render a veteran, the wife of an unemployable veteran, or the unmarried widow of a veteran, ineligible for certification and assignment if the amount of the benefit plus additional income in the family is less than the unskilled "A" wage.

Sec. 753-00 Social Security Number

753-00

WPA

Prior to referral to WPA, all persons shall obtain a Social Security account number, except when such persons have not been employed in private industry covered by the Social Security Act.

Culbert L. Olson
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

July 2, 1942

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BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUL 2 - 1942

PAUL PECK, Secretary of State

By *[Signature]*
Deputy

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

We attach one copy of:

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 24
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
June 18, 1942
AMENDMENT NO. 3 TO FISCAL INSTRUCTIONS
May 12, 1942
AMENDMENT NO. 4 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)
June 24, 1942
AMENDMENT NO. 5 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)
June 23, 1942
ADDENDUM NO. 4 TO DIRECT DISTRIBUTION BULLETIN NO. 9
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 9)
June 24, 1942

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941 covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

[Signature]
E. E. Silveira

Administrative Assistant

360:337
Attach.

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

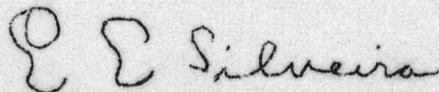
June 18, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 24
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Mr. Elijah Russell has been placed in charge of the
Oakland District.

Very sincerely yours.

MARTHA A. CHICKERING, Director

A handwritten signature in cursive script, reading "E E Silveira". The initials "E E" are written in a large, stylized, looped manner, followed by the surname "Silveira".

By

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 12, 1942

AMENDMENT NO. 3 TO FISCAL INSTRUCTIONS

Page 15, 3d Paragraph shall be revised to read:

Form DD (SRA) 715 shall be prepared in triplicate from the Daily Mileage and Operations Reports for each truck and passenger car. The duplicate of the report shall be forwarded to the W.P.A. Sponsorship Unit, 616 K Street, Sacramento and the original to the Division of Commodity Distribution, 821 Market Street, San Francisco: Attention, Equipment Superintendent. Warehouses shall retain the triplicate of this form for their files.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *Wm. C. Ford*
Departmental Accounting Officer

By *E. E. Silveira*
Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

June 24, 1942

AMENDMENT NO. 4 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)

On June 15, 1942, an Office Manager was appointed and assigned certain functions formerly performed by the Division of Financial Administration. Among these functions is that of approving all requests for expenditures as to the need for such expenditures. Actual encumbrance of funds, payment of invoices, budgetary accounting, and compilation of financial and operating reports remains a function of the Division of Financial Administration.

This change in departmental organization makes the following amendments to Fiscal Instructions necessary, and in each instance indicated below you should delete the words "Division of Financial Administration" and substitute the words "Office Manager" in your copy of these instructions:

Page 1.

I DIRECT DISTRIBUTION

a. - second and third line.

b. - second line.

Last paragraph under 2. STAMP PLAN second line.

Page 5.

II A. Ordering

First paragraph on Page 5 - fourth line.

Second paragraph on Page 5 - fourth and fifth line.

Page 6.

III A. Telephone

1. Eleventh and twelfth lines

Page 9.

IV. Postage

B. - fourth line.

Page 16.

V, C, 4h

Third paragraph (i.e. the paragraph beginning with the word "Requests")
- fourth line.

Page 24.

VI. Rental of Premises

C - first line.

Page 25.

VII A. Request for Repairs

Second paragraph - third and fourth lines.

Last paragraph - seventh line.

Page 26.

IX. Public Services

- A - First paragraph - fourth and fifth lines.
- A - Last paragraph - third and fourth lines

Amendment No. 1.

- Page 2 - first new paragraph, sixth line.
- Page 2, VI F - first and second lines
- Page 2, VI F - tenth line

On Page 1 of the Fiscal Instructions as originally issued the following amendments shall be made:

2. STAMP PLAN:

- (a) From Stamp Issuing Office to Supervisor of Commodity Stamp Distribution to Office Manager.
- (b) From Area Supervisors to Supervisor of Commodity Stamp Distribution to Office Manager.

On page 4 of the Fiscal Instructions the following changes shall be made in the next to the last line preceding the footnotes:

Requests for printed forms shall be accompanied by two copies of the form desired,

Very sincerely yours

MARTHA A. CHICKERING, Director

By

Wesley C. Ford
Departmental Accounting Officer

By

D E Silveira
Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

June 23, 1942

AMENDMENT NO. 5 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)

The following is to be added to Paragraph II A on Page 5:

The following warning has been received from the Department of Finance in their circular letter routed to all State departments and dated June 12, 1942:

"Many State departments apparently are not fully aware of the provisions of section 675a of the Political Code which governs the purchase of materials, supplies and equipment for their use. Several State agencies have been making direct purchases in the open market in violation of this section and have requested the Department of Finance to issue confirming purchase orders later to cover such purchases. This procedure is more expensive because it eliminates competitive bidding.

* * * * *

"Please be advised that hereafter confirming orders will not be issued to cover purchases made by State departments unless previously authorized by the Bureau of Purchases of the State Department of Finance."

Accordingly it is imperative that requisitioners having emergency needs for supplies or equipment teletype or telegraph the Office Manager of the Department of Social Welfare, 616 K Street, Sacramento. That officer will obtain the necessary authorization from the Bureau of Purchases' headquarters office and immediately will inform you whether or not to proceed with the proposed purchase.

Taking exception to this procedure is liable to result in having to pay a vendor with personal funds.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

Wm. C. Ford
Departmental Accounting Officer

By

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

June 24, 1942

ADDENDUM NO. 4 TO DIRECT DISTRIBUTION BULLETIN NO. 9
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 9)

The following instructions apply to educational, recreational, and Summer Feeding Programs and also to regular School Lunch Program cases which remain active through the summer vacation period:

I. Allocation and Delivery of Commodities.

A. Cases operating less than a month.

Commodities shall be allocated to certified cases of the above-mentioned nature on a pro rata basis if the project operates for less than one month. The pro rata shall bear to one month's allocation the same relationship as the number of days the project operates bears to the total number of days in the month. For example, if a project operates for a seven day period during the month of June, such project's allocation shall be $7/30$ ths of the monthly allocation of commodities per child multiplied by the number of children certified as eligible to participate, based on the number of meals served per day.

The amount to be delivered shall be less than this maximum if the project indicates upon return of allocation form DD-632 its desire to accept a lesser amount.

B. Cases operating at least one month but less than two months.

1. If a case operates for at least one month but less than two months, commodities shall be allocated on the basis of one and a fraction times the monthly allocation which is based on the number of children certified as eligible. (For example: A case operating from June 21 through July 26 would be eligible for $1 \frac{6}{31}$ allocation. June 21 to July 20 = 1 allocation; July 21 to July 26 = $\frac{6}{31}$ allocation.)
2. Warehouse manager will indicate on allocation notice, DD-632, that the amount of commodities offered covers the full project season.
3. Except for fresh fruit or other perishables, only one delivery shall be made to projects operating for periods as outlined above.

C. Cases operating at least two months but less than three months.

If a project operates for two months or more but less than three months, commodities shall be allocated for the first month in the regular manner. For the second month's operation, plus the fractional portion of the third month, as indicated on application, allocation of commodities shall be offered as outlined in paragraph B.

II. Reporting of Commodities Delivered.

- A. Report on Form DD-525 Rev. commodities as issued only in the month in which delivery was made, even though the delivery may be in excess of the full month's allocation and includes the pro rata portion to provide commodities for that part of the following month as indicated by dates appearing on the application.

An asterisk shall be placed above the entry of the units of commodities issued and a footnote on the Form 525 Rev. D shall indicate that commodities reflected as issued for the reporting month include quantities for the next month's consumption. Through this manner of reporting commodities delivered to a project in June (for June and July) would appear as issues on the June report only. The form DD-525 Rev. for July would show no entry for issues of food concerning transactions of this nature.

- B. Likewise, the number of recipients shall be reported on DD-525 Rev. only in the month in which delivery was made.
- C. Report on DD-441 cases both eligible and served for the month in which issues of commodities were made and reported on Form DD-525.

Also report on Form DD-441 for the following month both as eligible and served these same cases even though no issues on commodities appear on Form DD-525 Rev. for that month on behalf of these cases. In this manner cases and children will be counted as benefiting through participation in the program even though the commodities for their benefit were delivered during the previous month.

An asterisk shall be placed on 441 figures which include cases and persons benefitting in the current month from prior months delivery and a notation shall be made on the back of the report stating the number of cases and persons listed in each column who were served in the preceding month.

In instances where deliveries of commodities include more than one month's issue, for accounting purposes, the warehouse receipt form DD-412 Rev. shall carry the following notation typed thereon: "This delivery of commodities covers the months of June and July."

In the event that a project picks up its commodities at a depot or warehouse, the same accounting procedure as herein outlined shall prevail.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira

E. E. Silveira

Administrative Assistant

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995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

July 3, 1942

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1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUL 6 - 1942

PAUL PECK, Secretary of State

By *[Signature]* Deputy

IN REPLY PLEASE REFER

TO:

Dear Mr. Peek:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

[Signature: Martha A. Chickering]

MARTHA A. CHICKERING, Director
Department of Social Welfare

277:112
Attachments

MAIN OFFICE
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SAN FRANCISCO OFFICE
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985 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
July 3, 1942

SOCIAL WELFARE BOARD
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BERKELEY

MANUAL LETTER NO. 24

IN REPLY PLEASE REFER

TO:
1299

You receive herewith two divisions of the Financial Procedures Chapter: Estimates, Advances, and Expenditures and Institutional Aid Claims; Institution Inmates Chapter revisions 12 and 13 and Statistical Procedures Chapter revisions 6 and 7. This material is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers are to be canceled on the separators for the revised chapters.

The table of contents for the Financial Procedures Chapter is complete for the two divisions transmitted herewith, and for two other divisions which will be issued shortly; namely, County Aid Claims and Transportation of Needy Children Claims. Space has been left for including the contents of the other principal divisions of this chapter when they are printed.

Your attention is directed particularly to the following sections:

Secs. 165-00, 165-05, 165-10, and 165-15. *These are new sections adopted at the May and June meetings of the Social Welfare Board. They present policies, rules and regulations to be observed by counties submitting claims for State subvention under Sec. 2160.7, Welfare and Institutions Code.*

Sec. 560-00. *The Monthly Statistical Report on Old Age Security (Form Ag 237) is now shown as revised to include a report of payments claimed under Sec. 2160.7, Welfare and Institutions Code.*

Secs. 563-40, 563-50, and 563-60. *These are new sections. They present instructions for completion of the revised Form Ag 237.*

Secs. 601-00 to 601-99. County Report of Estimated Quarterly Expenditures and Funds Made Available, formerly numbered Forms Ag 25-DFA, Bl 17-DFA and Ca 32-DFA, are now numbered Forms Ag, Bl and Ca 809, respectively. Forms bearing the old numbers will continue in use, however, until the stock on hand at the Bureau of Purchases is exhausted.

Secs. 655-00 to 655-99. Institutional Affidavit and Monthly Claim for State Aid to Needy Children, formerly numbered Forms Ca 6 and Ca 7, are now numbered Form Ca 800-I and Ca 801-I respectively. Forms bearing the old numbers will continue in use until the stock on hand is exhausted.

These additions and revisions are effective immediately. The revised Monthly Statistical Report on Old Age Security (Form Ag 237) is effective with the July Statistical report.

Statements contained in the Manual take precedence over the same material previously released in bulletins

A supply of the revised Form Ag 237 is being mailed to county offices under separate cover. Until further notice, requests for additional copies of this form should be addressed to the State Department of Social Welfare, 616 K Street, Sacramento.

165-10 **Sec. 165-10 Definition of Medical Care in County Hospital Under W. & I. C., Sec. 2160.7** HELF. & INST. CODE SECS. 103; 103.5; 2140; 2141; 2142; 2160.7
OAS

An inmate of a county hospital is deemed to be in receipt of medical care when (a) he is given a physical examination upon entering, (b) a diagnosis is made, and (c) he is under the continuing daily supervision of a physician, or under the supervision of a registered nurse whose function it is to call a physician's attention to individual patients who appear to be in need of the physician's services. It is not necessary that the inmate receive actual treatment or medication by a physician.

165-15 **Sec. 165-15 Basis for State Payment-County Hospital Claim** HELF. & INST. CODE SECS. 103; 103.5; 2140; 2141; 2142; 2160.7
OAS

The State's payment for hospital care shall not exceed the amount of the State's participation in OAS to which the county hospital inmate would be eligible were he not a hospital inmate. When a former recipient of OAS for whose care the hospital subvention is claimed would have been a regular recipient on the first day of the month for which claim is filed, the State's payment is one-fourth of the grant to which he would be entitled, were he not confined. In a non-county case, the State's payment is one-half the grant to which the former recipient would be entitled.

Example a: Upon admittance to the county hospital for medical care, the recipient's grant was \$20 a month, as he was receiving board and room valued at \$20 monthly in his daughter's home. Were he not confined in the hospital he would continue to receive board and care in his daughter's home. The claim for State subvention shall not exceed \$5 ($\frac{1}{4} \times \20) for each month during which medical care is received. (If a non-county case, the claim may not exceed $\frac{1}{2}$ of \$20, or \$10.)

Example b: Upon admittance to the county hospital for medical care, the recipient's grant was \$36, as \$4 was deducted as the value of occupancy of his own home. Were he not confined in the institution, he would continue to occupy his own home. Claim shall not exceed \$9 ($\frac{1}{4} \times \36) for each month during which medical care is received. (If a non-county case, the claim shall not exceed $\frac{1}{2}$ of \$36, or \$18.)

The day on which a recipient enters a county hospital for medical care constitutes the first day of the 60 day period. When OAS is discontinued at the end of a month prior to that in which the 60 day period of hospitalization terminates (see Sec. 164-10, Eligibility for Temporary Medical Care) a claim for payment to county for hospital care may be made beginning with the 61st day. (See Sec. 632-00, Partial Month Claims.)

There shall be no overlapping of payment to the county for hospital care and payment of OAS to the individual. When OAS is paid until the end of the month in which the 60 day period terminates, claim for hospital care payment shall not be made before the first day of the following month. When OAS is restored as of the date former recipient leaves the county hospital, claim for hospital subvention shall terminate as of the preceding day.

Example: Former OAS recipient leaves county hospital on March 15. OAS restored as of March 15. Last day for which hospital care payment may be claimed by county is March 14.

A former recipient may become ineligible to OAS, die, or otherwise cease to be an inmate of a county hospital receiving medical care at county expense, before the end of a month. Claim for State payment in such case shall be based on the actual number of days in which he was such inmate and would have been eligible for OAS except for his hospital confinement, and not upon the payment for the full month to which he would have been entitled had he not been confined.

Sec. 165-00 Payment to County Under W. & I. C., Sec. 2160.7 **WELF. & INST. CODE SECS. 103; 103.5; 2140; 2141; 2142; 2160.7** 165-00
OAS

A claim for payment to the county for medical care at county expense rendered to a former recipient of OAS may be made when all of the following conditions are met:

1. The individual entered the county hospital for medical care on September 13, 1941, or thereafter and was receiving OAS on the date of admission;
2. The individual has been confined in the county hospital for 60 days (the day on which the recipient enters the county hospital constitutes the first day of the 60-day period) and payment of aid has terminated (see Sec. 164-10, Eligibility for Temporary Medical Care);
3. The county hospital is operated primarily for purpose of rendering medical care (see Sec. 165-05, Definition of County Hospital);
4. The individual received medical care during each month for which a claim is made, and the certification of the hospital superintendent or attending physician that he received such care is on file in the county welfare case record (see Sec. 165-10, Definition of Medical Care);
5. The county case record shows that the recipient was eligible to receive OAS when he was admitted to the county hospital and that routine determination by the county gives evidence of continuing eligibility.

When the individual for whom a claim is made is receiving medical care in a county hospital other than in a hospital owned and operated by the county of residence, there shall be evidence to establish that the county of residence is paying the county rendering the service for such care.

Sec. 165-05 Definition of County Hospital Under W. & I. C., Sec. 2160.7 **WELF. & INST. CODE SECS. 103; 103.5; 2140; 2141; 2142; 2160.7** 165-05
OAS

A county hospital, as the term is used in Sec. 2160.7 of the W. & I. C., is an institution which is established and maintained by a county and is operated primarily for the purpose of rendering medical care to the inmates. A county hospital is considered an institution operated "primarily for the purpose of rendering medical care" when all of the following conditions are present:

1. Inmates are under regular supervision by a physician who is in the hospital *every* day, Sundays and holidays excepted, but not when a physician is in attendance only on certain days of the week or "on call" only;
2. A registered nurse is in charge at all times;
3. The hospital has adequate facilities for necessary laboratory work, or other adequate provision for necessary laboratory work in connection with individual cases is available;
4. Adequate records for individual patients are kept, including preliminary history, report of physical examination, reports of necessary laboratory tests, the diagnosis on admission, progress notes, treatments, medication, etc.

A county institution which provides only shelter and maintenance and is not equipped to render medical care, or wherein medical care is incidentally rendered to its inmates is not considered an institution operated primarily for the purpose of rendering medical care.

HELP. & INST. CODE SECS. 103; 115; 116; 117; 1556; 2140; 2141; 2149;
3075; 3081; 3087.3; 3460; 3470; 3482

561-00 Sec. 561-00 Application Movement

OAS; ANB; APSB; ANC

Part A provides for reporting the opening inventory, receipt, disposition, and ending inventory of applications. Only "applications" as defined in Sec. 530-00, Definition of Application, shall be counted in Part A. The receipt and disposition of all applications shall be reported in this section even though the applicant subsequently withdraws his application or is proved, upon investigation, not to qualify for the type of assistance for which application was made.

561-10 Sec. 561-10 Opening Inventory of Applications

HELP. & INST. CODE SECS. 103; 115; 116; 1556; 2140; 2141;
2149; 3075; 3081; 3087.3; 3460; 3470; 3482

OAS; ANB; APSB; ANC

Item 1. Applications actually brought forward from last month.

Report the sum of Items 1a and 1b if the latter is a positive figure. Report the difference between Items 1a and 1b if the latter is a negative figure. The following table illustrates how Items 1, 1a, and 1b should be completed if a positive adjustment of one application and if a negative adjustment of two applications, respectively, are necessary:

I			II		
1		91	1		88
1a	90		1a	90	
1b	1		1b	-2	

Explanation of reasons for these adjustments shall be recorded on the reverse of the reporting forms.

Item 1a. Applications shown as pending by Item 5 of last month's report.

Report the figures shown as Item 5 on the preceding month's report *regardless of their accuracy*.

Item 1b. Adjustment of application inventory.

Report as plus or minus any adjustment necessary to correct the figures reported as Item 1a to the actual opening inventories for the month being reported. This item also should be used to adjust application inventories because of differences resulting from combining or splitting cases in the application stage without formal disposal of old or accession of new cases through submission of appropriate forms to the board of supervisors. All adjustments of application inventories shall be explained in detail on the reverse of the appropriate reporting forms.

561-20 Sec. 561-20 Item 2. Total Applications Received During Month

HELP. & INST. CODE SECS. 103; 115; 116; 1556; 2140;
2141; 2149; 3075; 3081; 3087.3; 3460; 3470; 3482

OAS; ANB; APSB; ANC

Report all applications received during the month. This includes:

1. Applications from persons who never filed previously for the type of aid reported;
2. Applications from persons who filed before but either withdrew their request for the type of aid reported or had their applications denied or disposed of for other reasons;
3. Applications from persons whose cases are transferred from other counties;
4. Restoration forms prepared in lieu of applications for persons who are seeking restoration of assistance terminated less than twelve months prior to date of application for restoration;
5. Reapplications from persons who are seeking restoration of assistance terminated more than twelve months prior to date of application for restoration;
6. Reapplications for assistance arising from any other circumstances.

OAS

No breakdown of applications by type is required on Form Ag 237.

Form Bl 237 Revised, August, 1941
(Formerly Bl 12)
State of California
Department of Social Welfare

MONTHLY STATISTICAL REPORT ON AID TO NEEDY BLIND
AND AID TO PARTIALLY SELF-SUPPORTING BLIND
TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA

County X County Agency Welfare Department
Report for the Month of September, 1941

	Aid to Needy Blind Program	Aid to Partially Self-supporting Blind Program
A. APPLICATION MOVEMENT:		
1. Applications actually brought forward from last month (item 1a plus or minus item 1b)	3	1
a. Applications shown as pending by item 5 of last month's report . . .	3	1
b. Adjustment of application inventory	0	0
2. Total applications received during month (sum of items 2a through 2c) .	2	1
a. Aid to Needy Blind cases applying under Aid to Partially Self-supporting Blind program	XXXXX	1
b. Aid to Partially Self-supporting Blind cases applying under Aid to Needy Blind program	-----	XXXXX
c. All other applications	2	0
3. Total applications during month (sum of items 1 and 2)	5	2
4. Total applications disposed of during month (sum of items 4a through 4d)	4	2
a. Applications granted (same as item 7)	4	2
b. Applications denied	0	0
c. Applications withdrawn	0	0
d. Applications disposed of for other reasons	0	0
5. Applications pending at end of month (item 3 minus item 4)	1	0
B. CASE MOVEMENT:		
6. Cases actually brought forward from last month (item 6a plus or minus item 6b)	25	3
a. Cases shown as approved case load by item 10 of last month's report .	25	3
b. Adjustment of case inventory	0	0
7. Total cases added during this month (sum of items 7a through 7f; same as item 4a above)	4	2
a. New cases - never previously received this aid in California	4	1
b. Cases reinstated - Last received this aid prior to this fiscal year . .	0	-----
c. Cases reinstated - Last received this aid within this year	0	0
d. Cases transferred from other counties	0	0
e. Aid to Needy Blind cases placed under Aid to Partially Self-supporting Blind program	XXXXX	1
f. Aid to Partially Self-supporting Blind cases placed under Aid to Needy Blind program	-----	XXXXX
8. Total cases during month (sum of items 6 and 7; also sum of items 8a and 8b)	29	5
a. Number of cases on approved rolls for whom warrants were issued . .	28	5
b. Number of cases on approved rolls for whom warrants were not issued .	1	0
9. Cases discontinued during month (sum of items 9a through 9c)	3	0
a. Transferred to Aid to Partially Self-supporting Blind program from Aid to Needy Blind program	1	XXXXX
b. Transferred to Aid to Needy Blind program from aid to Partially Self-supporting Blind program	XXXXX	-----
c. Discontinued for other reasons	2	0
10. Cases continued to next month (item 8 minus item 9)	26	5
C. EXPENDITURES FOR ASSISTANCE:		
11. Total obligations incurred (sum of items 11a through 11c)	\$ 1,288.00	\$ 250.00
a. Federal share	560.00	XXXXX
b. State share	364.00	125.00
c. County share	364.00	125.00

XXXXXX No entries ever to be made in this box
--- No entries to be made in this box until July, 1942.

(Signature of Reporting Officer)

(Title)

John Doe
Chief

FORM Bl 237

Form Ag 237, REVISED MAY 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

MONTHLY STATISTICAL REPORT ON OLD AGE SECURITY
TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA

COUNTY X REPORT FOR THE MONTH OF July, 1942

A. APPLICATION MOVEMENT:	
1. APPLICATIONS ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 1A PLUS OR MINUS ITEM 1B)	120
a. APPLICATIONS SHOWN AS PENDING BY ITEM 5 OF LAST MONTH'S REPORT . .	120
b. ADJUSTMENT, IF ANY, OF INVENTORY (EXPLAIN ON REVERSE SIDE)	0
2. APPLICATIONS RECEIVED DURING MONTH	40
3. TOTAL APPLICATIONS DURING MONTH (SUM OF ITEMS 1 AND 2)	160
4. TOTAL APPLICATIONS DISPOSED OF DURING MONTH (SUM OF ITEMS 4A - 4D, INCLUDING)	43
a. APPLICATIONS GRANTED (SAME AS ITEM 7)	34
b. APPLICATIONS DENIED	9
c. APPLICATIONS WITHDRAWN	0
d. APPLICATIONS DISPOSED OF FOR OTHER REASONS	0
5. APPLICATIONS PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4)	117
B. CASE MOVEMENT:	
6. CASES ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 6A PLUS OR MINUS ITEM 6B)	1,924
a. CASES SHOWN AS APPROVED CASE LOAD BY ITEM 10 OF LAST MONTH'S REPORT	1,923
b. ADJUSTMENT, IF ANY, OF INVENTORY (EXPLAIN ON REVERSE SIDE)	1
7. TOTAL CASES ADDED DURING THIS MONTH (SUM OF ITEMS 7A THROUGH 7D; ALSO SAME AS ITEM 4A ABOVE)	34
a. NEW CASES - NEVER PREVIOUSLY RECEIVED THIS TYPE OF ASSISTANCE IN CALIFORNIA	22
b. CASES REINSTATED - LAST RECEIVED THIS TYPE OF ASSISTANCE PRIOR TO THIS FISCAL YEAR	6
c. CASES REINSTATED - LAST RECEIVED THIS TYPE OF ASSISTANCE WITHIN THIS FISCAL YEAR	5
d. CASES TRANSFERRED FROM OTHER COUNTIES	1
8. TOTAL CASES ON APPROVED ROLLS DURING MONTH (SUM OF ITEMS 6 AND 7; ALSO SUM OF ITEMS 8A AND 8B)	1,940
a. NUMBER FOR WHOM WARRANTS WERE ISSUED	18
b. NUMBER FOR WHOM WARRANTS WERE NOT ISSUED	22
9. CASES DISCONTINUED DURING MONTH	22
10. CASES CONTINUED TO NEXT MONTH (ITEM 8 MINUS ITEM 9)	1,916
C. EXPENDITURES FOR ASSISTANCE:	
11. TOTAL OBLIGATIONS INCURRED (SUM OF ITEMS 11A, 11B, AND 11C)	\$ 73,720.00
a. FEDERAL SHARE	\$ 36,860.00
b. STATE SHARE	19,130.00
c. COUNTY SHARE	17,730.00
D. PAYMENTS CLAIMED BY COUNTY FOR HOSPITAL CARE OF FORMER OAS RECIPIENTS: (W. & I. C. SEC. 2160-7)	
12. NUMBER OF CASES	3
13. TOTAL AMOUNT OF STATE PAYMENTS	\$ 27.00

(SIGNATURE OF REPORTING OFFICER)

(TITLE)

(DATE)

John Doe

Chief

August 5

19 42

FORM Ag 237

Sec. 563-40 Payments Claimed by County for Hospital Care of Former OAS Recipients

563-40

(W. & I. C., Sec. 2160.7)

WELF. & INST. CODE SECS. 103; 115; 116; 117; 1556; 2140;
2141; 2189; 3075; 3081; 3087; 3143; 3166; 3170; 3182

OAS

Provision is made in section D of the Monthly Statistical Report on OAS (Form Ag 237) for the reporting of information on former OAS recipients who are confined in county hospitals under the conditions set forth in Sec. 165-00, Payment to County Under W. & I. C. Sec. 2160.7.

Item 12. Number of Cases.

Report the number of former OAS recipients for whom the county claims payment from the State for hospital care during the month. If there are no such cases, specify "0" or "None," but do not leave this item blank.

Item 13. Total Amount of State Payments.

Report the State's share of the OAS assistance to which these county hospital cases would be eligible if not confined to the hospital. This amount should be computed only for the actual number of days in which all of the conditions necessary for State payment (see Sec. 165-00, Payment to County Under W. & I. C. Sec. 2160.7) are present.

See Sec. 165-15, Basis for State Payment-County Hospital Claim, for detailed instructions on the computation of the State payment.

Sec. 563-50 Discontinuance from OAS for County Hospital Cases

563-50

OAS

WELF. & INST. CODE SECS. 103; 115;
116; 117; 1556; 2140; 2141; 2189; 3075; 3081; 3087; 3143; 3166; 3170; 3182

When the OAS grant to an individual for the month being reported is the last payment to be made under OAS until after a period of confinement in a county hospital, the case should be reported as discontinued under Item 9 of the Monthly Statistical Report (Form Ag 237) during the month of such payment even though the board of supervisors may not have formally discontinued aid in that month. (This procedure is an exception to the general rule of reporting discontinuances in the month of action by the board of supervisors.)

Sec. 563-60 Restorations of County Hospital Cases to OAS

563-60

OAS

WELF. & INST. CODE SECS. 103; 115; 116;
117; 1556; 2140; 2141; 2189

When formally discontinuing OAS payments to an individual confined in a county hospital, the board of supervisors may provide that assistance be restored when the recipient ceases to be an inmate without further order by the board of supervisors (see Sec. 215-00, Restoration of Aid). The application to restore aid should be reported as granted in section A, Items 4 and 4A, and the individual should be reported as a case added in section B of the Monthly Statistical Report (Form Ag 237) in the month for which the county auditor again issues a warrant. (This procedure is an exception to the general rule that restorations should be reported in the month of action by the board of supervisors.)

County Aid Claims (continued)

Basis for Federal Participation, OAS, ANB, ANC.....	627-30
Partial Month Claims—Computation of Total Amounts.....	627-40
Partial Month Claims—Basis for Federal Participation, OAS, ANB, ANC.....	627-45
Computation of Payments When Child Transfers Between Boarding Home or Institution and Private Home, ANC.....	627-50
State and Federal Participation When Child Becomes Ineligible During Month Other than Because of 18th Birthday, ANC.....	627-60
Eighteenth Birthday—State and Federal Participation, ANC.....	627-70
Federal Participation on Children Between Ages of 16 and 18 Years, ANC.....	627-80
Federal Participation When an Additional Child Becomes Eligible For Aid During Month, ANC.....	627-85
Two or More Family Units in One Household, ANC.....	627-90
Payees Eligible Under Social Security Act, ANC.....	628-00
Reporting of Cancelled Aid Warrants.....	628-05
State Audit of Aid Claims.....	628-10
Aid Claim Correction.....	628-20
County Aid Claim Forms.....	629-99

Collections

(A table of contents rider will be distributed when these sections are published.)

Administrative Expense

(A table of contents rider will be distributed when these sections are published.)

Institutional Aid Claims

Method of Claiming Reimbursement of Aid, ANC.....	Sec. 655-00
Forms Used in Institutional Aid Claims, ANC.....	655-10
Submission of Institutional Aid Claims, ANC.....	655-20
Supplemental Institutional Aid Claims, ANC.....	655-30
Identification on Institutional Aid Claims, ANC.....	655-40
Partial Month Claims, ANC.....	655-50
State Participation—Eighteenth Birthday, ANC.....	655-60
Audit and Payment of Institutional Aid Claims, ANC.....	655-70
Institutional Aid Claim Correction, ANC.....	655-80
Institutional Aid Claim Forms, ANC.....	655-99

Transportation of Needy Children Claims

Transportation of Needy Children Claims, ANC.....	Sec. 685-00
State Audit of Transportation of Needy Children Claims, ANC.....	685-10
Claim Corrections, ANC.....	685-20
Transportation of Needy Children Claim Forms, ANC.....	685-99

Child Welfare Services Claims

(A table of contents rider will be distributed when these sections are published.)

REVISION RECORD

Revisions issued in changing this chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30

FINANCIAL PROCEDURES—TABLE OF CONTENTS**Estimates, Advances and Expenditures**

Quarterly Estimates of Expenditures for Aid and Administration.....	Sec. 601-00
Quarterly Adjustment of Funds.....	601-10
Use of State and Federal Funds.....	601-20
Quarterly Report of Estimated Expenditures for Administration of Welfare Agency.....	601-30
Instructions for Completion of County Quarterly Report of Estimated Expenditures.....	601-40
Annual Estimate of Expenses for Aid and Administration.....	601-50
Instructions for Completion of County Report of Estimated Annual Expenses.....	601-60
Estimate Forms	601-99

Payment of Aid

(A table of contents rider will be distributed when these sections are published.)

County Aid Claims

Method of Claiming for Participation by Federal and State Governments.....	Sec. 626-00
Forms Used in Aid Claims.....	626-20
County Designed Aid Claim Forms.....	626-30
Submission of Aid Claims.....	626-40
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Identification on Aid Pay Rolls.....	626-60
Definition of Types of Cases With Respect to Financial Participation by Federal, State, or County Governments.....	627-00
Chart of Financial Participation in Grants of Aid.....	627-10
Apportionment of Grants on Pay Rolls or Claims.....	627-20
County Hospital Claim, OAS.....	627-25

601-30 Sec. 601-30 Quarterly Report of Estimated Expenditures for Administration of Welfare Agency

OAS; ANB; APSB; ANC

WELF. & INST. CODE SECS. 1555; 2188; 3087.2; 3481

A detailed County Quarterly Report of Estimated Expenditures for Administration of Welfare Agency (Form DFA 98) shall be submitted to SDSW as a supplement to the County Report of Estimated Quarterly Expenditures and Funds Made Available for ANB, APSB and ANC (Form Bl, CA 809). (See Form DFA 98 in Sec. 601-99, Estimate Forms.)

601-40 Sec. 601-40 Instructions for Completion of County Quarterly Report of Estimated Expenditures for Administration of Welfare Agency—DFA 98

OAS; ANB; APSB; ANC

WELF. & INST. CODE SECS. 1555; 2188; 3087.2; 3481

At the top of the County Quarterly Report of Estimated Expenditures for Administration of Welfare Agency (Form DFA 98) insert county name and the beginning and ending dates of the quarter covered by the report.

Item 1. Estimated Current Expenditures—Total

Report here estimated current expenses for administering all welfare programs and activities. This should be the total of Item 1(A) through 1(I).

(A) **Personal services**—Include here estimated expenses to be paid from a pay roll during the quarter for personal services for administrative employees who worked any part of the month, on a full-time or part-time, regular or temporary basis. Include total salaries or the portions thereof paid to case or field workers, or investigators, and their supervisors, typists, stenographers, clerks, accountants, statisticians, etc., properly chargeable to all welfare programs and activities.

(B) **Travel**—Include here estimated expenses for all travel including railroad, bus, automobile, airplane, and pullman fares, and subsistence (or per diem in lieu of subsistence), and all other items for travel reimbursable through expense vouchers.

(C) **Communications**—Include here estimated expenses for telephone service and telegraph messages (except such charges as are reimbursable on travel expense accounts) and postage.

(D) **Supplies**—Include here estimated expenses for expendable items, such as stationery, printed forms, typewriter ribbons, and ink and for minor equipment where the item of equipment costs less than \$5, whether or not consumed by use, such as paper-weights, ink wells, etc. Include also expense for printing forms, letterheads, and other supplies.

(E) **Rental of space**—Include here estimated expenses for rental of premises occupied by regularly established offices with or without inclusion of services of heat, light, and water.

(F) **Rental of equipment**—Include here estimated expenses for rental of equipment, such as tabulating, calculating and bookkeeping machines, and other office equipment. Exclude items on a rental-purchase contract.

(G) **Heat, light, and water**—Include here estimated expenses for heating, lighting, and furnishing of water and power to regularly established offices when these items are not otherwise provided in connection with rented or publicly owned buildings.

(H) **Blind eye examinations**—Include here fees paid for ophthalmologists for medical examinations of applicants for ANB and APSB.

(I) **Other (Itemize)**—Include here all other estimated miscellaneous expenses not elsewhere defined or included. Include here estimated miscellaneous expenses such as advertising, minor repairs and alterations costing less than \$100, insurance, personal bonds, and contract services (other than pay roll). Itemized below Item 1(I) each expenditure included and the respective amount for each expenditure.

Sec. 601-00 Quarterly Estimates of Expenditures for Aid and Administration

601-00

OAS; ANB; APSB; ANC

WELF. & INST. CODE SECS. 1555; 2188; 3087.2; 3481

State and Federal funds are forwarded to the counties monthly in advance. The amounts advanced are based upon the County Report of Estimated Quarterly Expenditures and Funds Made Available (Form Ag, Bl, CA 809, formerly Ag 25-DFA, Bl 17-DFA, CA 32-DFA) as adjusted by the SDSW for the differences between estimates and aid claims for the second prior quarter.

Copies of each estimate are requested from the counties two months prior to the beginning of the quarter to which such reports apply. Delay in submitting the quarterly estimates holds up advances to all counties; therefore, reports should be filed promptly. The State Controller, in cooperation with the SDSW attempts to mail warrants for Federal and State funds to reach the counties by the last day of each month preceding the month for which the funds are advanced. (See Forms Ag, Bl, CA 809 in Sec. 601-99, Estimate Forms.)

Sec. 601-10 Quarterly Adjustment of Funds

WELF. & INST. CODE SECS. 1555; 2188; 3087.2; 3481

601-10

OAS; ANB; APSB; ANC

Upon approval by the SDSW of the three monthly claims for aid and administrative expenditures covering a particular quarter, an adjustment of the differences between the expenditures of Federal and State funds as estimated for the quarter and the total of all audited claims for the same quarter is made.

If there is an excess in the estimate over the expenditures for the same quarter, this amount is deducted from the first monthly advance of the second subsequent estimate filed. If there is a deficiency in the estimate under the expenditures, this amount is added to the first monthly advance of the second subsequent estimate filed. When an adjustment occurs requiring a deduction greater than the first monthly advance, the adjustment is applied to subsequent advances until the total deduction has been effected.

Sec. 601-20 Use of State and Federal FundsWELF. & INST. CODE SECS. 103; 2009; 3002; 103.5; 103.6;
3460

601-20

OAS; ANB; APSB; ANC

Moneys in possession of a county representing amounts advanced by the State and Federal governments for the payment of OAS, ANB, APSB, ANC, and county administrative expense are accountable to the SDSW and the FSSB. Therefore, special funds or special separate accounts should be set up to record the receipt of such moneys and transfers or disbursements therefrom. These funds are subject to audit by the State and Federal auditors.

Warrants drawn upon any State, Federal or county fund in payment of OAS, ANB and APSB shall not carry any reference to indigency or pauperism. The title of such funds should likewise omit any similar reference. For the sake of uniform denotation, the title "Welfare and Security Fund" is suggested for categorical aid funds. (See Sec. 102-20, No Pauper Designation.)

601-50 **Sec. 601-50 Annual Estimate of Expenses for Aid and Administration** **WELF. & INST. CODE SECS. 1555; 2188; 3087.2; 3481**
OAS; ANB; APSB; ANC

Prior to July 1 of each year, the county shall submit to the SDSW, County Report of Estimated Annual Expenses for Welfare Agency (Form DFA 99) for the fiscal year. The amounts estimated in the preliminary budget for the county may be used in this report. (See Form DFA 99 in Sec. 601-99, Estimate Forms.)

The purpose of this annual estimate is to assist the FSSB in determining the adequacy of Federal appropriations and to have available information regarding State and local expenditures if requested by Congress at the time requests are made by the FSSB for Federal appropriations.

601-60 **Sec. 601-60 Instructions for Completion of County Report of Estimated Annual Expenses for Welfare Agency—DFA 99** **WELF. & INST. CODE SECS. 1555; 2188; 3087.2; 3481**
OAS; ANB; APSB; ANC

At top of County Report of Estimated Annual Expenses for Welfare Agency (Form DFA 99) enter county name and beginning and ending dates of fiscal year covered by the report. (July 1 to June 30.)

Section A. Estimated Expenses of Welfare Agency Classified by Program and Purpose

Column I. Estimated assistance payments—Report here the total estimated expenses for the annual period for assistance payments in OAS, ANB, APSB, ANC, IN (also known as GR), and OWP (in most cases there will be no assistance payments estimated for OWP). Assistance payments, as the term is used here, mean financial assistance (cash or warrants) or commodities and/or services supplied in lieu of financial assistance to families in need. Report in Item 6 the total of the preceding items in this column.

Column II. Estimated expense of administration—Report here the total estimated expenses for the annual period for administering OAS, ANB, APSB, ANC, IN (also known as GR), and OWP. The amount reported as administrative expense should be the total expenses of the agency for purposes other than assistance payments as defined in the foregoing instructions for Column I. Report in Item 6 the total of the preceding items in this column.

Column III. Total estimated expenses—Report here the total estimated expenses for the annual period for assistance payments and administration in OAS, ANB, APSB, ANC, IN (also known as GR), and OWP. This will be the sum of Columns I and II for each item. Report in Item 6 the total of the preceding items in this column.

Section B. Estimated Expenses of Administering OAS, ANB, APSB, ANC, IN (also known as GR), and OWP Classified by Objects of Expense

1. Estimated current expenses and 2. Purchases of plant and equipment—For explanation of these items, see Sec. 601-40, Instructions for Completion of County Quarterly Report of Estimated Expenditures for Administration.

3. Estimated expense of administering all welfare programs during annual period—Report here the total of Items 1 and 2 of this section. Item 3 must also be the same as the total of Column II, Section A.

Section C. Number of Employees

1. Estimated total number of employees in welfare agency—Report here the total estimated number of persons to be employed in all programs of the welfare agency.

2. Estimated number of employees in welfare agency who devote part or all of their time to OAS, ANB, APSB, ANC, and IN (also known as GR)—Report here the total estimated number of employees who will devote part or all of their time to the OAS, ANB, APSB, ANC, and IN (also known as GR) programs.

The report shall be dated and signed by the proper county officials in the spaces provided.

Item 2. Purchases of Plant and Equipment

Include here estimated expenses for equipment purchases of nonconsumable items having a purchase cost of \$5 or more; nonconsumable items costing less than \$5 will be included as supplies. Include here also the cost of rentals estimated to be paid on equipment on a rental-purchase contract basis. Include also estimated expenses for purchase of land or buildings or extensive repairs and alterations costing \$100 or more.

Item 3. Total Estimated Expenditures for Administration of All Welfare Programs and Activities

Report here the total of Items 1 and 2. Item 3 must also be the total of Items 4(A) through 4(E).

Item 4. Total Estimated Expenditures for Administration (as shown in Item 3 above) Apportioned to:

(A) **Aid to Needy Aged**—Report here the same amount as reported in the quarterly total of Item 4, County Report of Estimated Quarterly Expenditures (Form Ag 809).

(B) **Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents**—Report here the same amount as reported in the quarterly total of Item 4, County Report of Estimated Quarterly Expenditures (Form Bl 809).

(C) **Aid to Needy Children**—Report here the same amount as reported in the quarterly total of Item 4, County Report of Estimated Quarterly Expenditures (Form CA 809).

(D) **Indigent**—Report here the amount of estimated administrative expenditures apportioned to the Indigent program.

(E) **Other welfare programs (Itemize)**—Report here the amount of estimated administrative expenditures apportioned to OWP. Itemize below Item 4(E) each program included and the respective amount for each program.

The report shall be dated and signed by the proper county officials in the spaces provided.

Form BI 809

FORM BI 809

(Formerly BI 17-DFA)

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

INSTRUCTIONS—Forward 7 copies to
State Department of Social Welfare
Sacramento, CaliforniaCOUNTY REPORT OF ESTIMATED QUARTERLY EXPENDITURES AND FUNDS
MADE AVAILABLE FOR AID TO THE NEEDY BLINDSUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIAFOR THE QUARTER BEGINNING January 1, 1942 AND ENDING March 31, 1942

Total Estimated Expenditures

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
1. Estimated number of blind individuals to receive aid	XXXXXX	151	152	153
2. Estimated average aid payment per individual	XXXXXX	\$ 45.60	\$ 45.60	\$ 45.60
3. Estimated expenditures for aid. (Item 1 × Item 2 for each month)	\$ 20,793.60	\$ 6,885.60	\$ 6,931.20	\$ 6,976.80
4. Total estimated administrative expenditures to be incurred for all blind persons under the Aid to Needy Blind Law	\$ 543.83	\$ 181.28	\$ 181.28	\$ 181.27
5. Total estimated administrative expenditures to be incurred for blind persons eligible to Federal aid only	\$ 511.90	\$ 170.63	\$ 170.63	\$ 170.64

Estimate of Federal Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
6. Total amount of estimated expenditures for aid to the needy blind. (Item 3 above)	\$ 20,793.60	\$ 6,885.60	\$ 6,931.20	\$ 6,976.80
7. Less: Estimated expenditures to blind persons ineligible to Federal Aid	\$ 750.00	\$ 250.00	\$ 250.00	\$ 250.00
8. Less: Estimated expenditures in excess of \$40	\$ 3,119.04	\$ 1,032.84	\$ 1,039.68	\$ 1,046.52
9. Balance [Item 6 minus (Item 7 and Item 8)]	\$ 16,924.56	\$ 5,602.76	\$ 5,641.52	\$ 5,680.28
10. Estimated amount of Federal grant for aid to the needy blind. (One-half of Item 9)	\$ 8,462.28	\$ 2,801.38	\$ 2,820.76	\$ 2,840.14
11. Additional amount allowed for administration. (One-half of Item 5 above)	\$ 255.95	\$ 85.32	\$ 85.31	\$ 85.32
12. Total estimated amount of Federal funds to be received by the county for State and county share of Federal grant for aid to the needy blind, plus county share of additional grant for cost of administering the law. (Item 10 plus Item 11)	\$ 8,718.23	\$ 2,886.70	\$ 2,906.07	\$ 2,925.46
For State use only: Net Adjustment for Prior Quarters				

Estimate of State Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
13. Total amount of estimated expenditures for aid to the needy blind. (Item 3 above)	\$ 20,793.60	\$ 6,885.60	\$ 6,931.20	\$ 6,976.80
14. Less: Estimated amount of Federal grant for aid to the needy blind. (State and county share) (Item 10 above)	\$ 8,462.28	\$ 2,801.38	\$ 2,820.76	\$ 2,840.14
15. Balance (Item 13 minus Item 14)	\$ 12,331.32	\$ 4,084.22	\$ 4,110.44	\$ 4,136.66
16. Total estimated amount of State funds to be received by the county. (One-half of Item 15)	\$ 6,165.66	\$ 2,042.11	\$ 2,055.22	\$ 2,068.33
For State use only: Net Adjustment for Prior Quarters				

17. Total amount appropriated or made available for aid and administration of aid to needy blind during this quarter from local funds (Total of (A) and (B) below) \$ 6,453.54

(A) Amount appropriated or made available for aid \$ 6,165.66

NOTE.—If the amount which has actually been made available for aid is less than one-half of the quarterly total reported in Item 13 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

(B) Amount appropriated or made available for administration \$ 287.88

NOTE.—If the amount which has actually been made available for estimated county share of administrative costs is less than all administrative costs not subject to Federal participation (the quarterly total of Item 4 minus the quarterly total of Item 5) plus one-half of the administrative costs subject to Federal participation (one-half of the quarterly total of Item 5), show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

Do Not Write in This Space

I HEREBY CERTIFY, That the above statements as to availability of county funds are true and correct.

STATE OF CALIFORNIA

COUNTY OF X

ss.

[SIGNATURE OF COUNTY AUDITOR]

John Smith

Jane Doe

being duly sworn, deposes and says: That he is the county official responsible for the administration of Aid to Needy Blind in and for the said county; that the above is a true and correct statement of the estimated expenditures under Chapters 1 and 3 of Part 1 of Division V of the Welfare and Institutions Code, and amendments thereto, and Title X of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds.

Subscribed and sworn to before me this tenth day
of November 1942

[SIGNATURE OF DIRECTOR OR OFFICIAL IN CHARGE]

Jane Doe

Approved: Title Welfare DirectorTitle Deputy County Clerk

Richard P. P.

Chairman, Board of Supervisors

Sec. 601-99. Estimate Forms

OAS; ANB; APSB; ANC

Form DFA 98

Form DFA 99

601-99

Form DFA 98

Revised October, 1941
Effective January 1, 1942STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARETo accompany Forms BI and CA 809,
Formerly BI 17-DFA and CA 32-DFA
(Quarterly Estimates of Expenditures)INSTRUCTIONS—Forward one copy to State
Department of Social Welfare, Sacramento,
California, with
Form BI 809 (formerly BI 17-DFA) and
Form CA 809 (formerly CA 32-DFA)COUNTY QUARTERLY REPORT OF ESTIMATED EXPENDITURES FOR ADMINISTRATION
OF WELFARE AGENCY

(TO BE USED AS A SUPPLEMENT TO FORMS BI AND CA 809, FORMERLY BI 17-DFA AND CA 32-DFA)

SUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIAFOR THE QUARTER BEGINNING January 1, 1942 AND ENDING March 31, 1942TOTAL ESTIMATED COUNTY ADMINISTRATIVE
EXPENDITURES

1. *ESTIMATED CURRENT EXPENDITURES -- TOTAL \$ 24,742.47

(A) PERSONAL SERVICES \$ 22,062.09

(B) TRAVEL \$ 990.00

(C) COMMUNICATIONS \$ 456.00

(D) SUPPLIES \$ 300.00

(E) RENTAL OF SPACE \$ 105.00

(F) RENTAL OF EQUIPMENT \$ 200.00

(G) HEAT, LIGHT, AND WATER \$ 369.38

(H) BLIND EYE EXAMINATIONS \$ 15.00

(I) OTHER (ITEMIZE) \$ 245.00

INSURANCE AND BOND 100.00

BULLETIN SERVICE 45.00

MINOR REPAIRS TO EQUIPMENT 50.00

EXPRESS, FREIGHT, AND CARTAGE 50.00

2. ESTIMATED PURCHASES OF PLANT AND EQUIPMENT \$ 400.003. TOTAL ESTIMATED EXPENDITURES FOR ADMINISTRATION OF ALL
WELFARE PROGRAMS AND ACTIVITIES \$ 25,142.47
(SUM OF ITEMS 1 AND 2 ABOVE)4. TOTAL ESTIMATED EXPENDITURES FOR ADMINISTRATION
(AS SHOWN IN ITEM 3 ABOVE) APPORTIONED TO:

(A) AID TO NEEDY AGED
(SAME AS QUARTERLY TOTAL OF ITEM 4,
FORM AG 809, FORMERLY AG 25-DFA) \$ 11,133.08

(B) AID TO NEEDY BLIND
(SAME AS QUARTERLY TOTAL OF ITEM 4,
FORM BL 809, FORMERLY BL 17-DFA) \$ 543.83

(C) AID TO NEEDY CHILDREN
(SAME AS QUARTERLY TOTAL OF ITEM 4,
FORM CA 809, FORMERLY CA 32-DFA) \$ 7,021.79

(D) INDIGENT \$ 5,559.34

(E) OTHER WELFARE PROGRAMS (ITEMIZE) \$ 884.43

C.C.C. ENROLLMENT 295.00

CRIPPLED CHILDREN 265.00

TUBERCULAR CASES 324.43

Richard Roe
SIGNATURE OF COUNTY AUDITORJohn Jones
SIGNATURE OF COUNTY WELFARE DIRECTORDATE November 10, 1941DATE November 10, 1941

* FOR EXPLANATION OF OBJECT CLASSIFICATION OF EXPENDITURES SEE REVERSE SIDE.
OBJECT OF EXPENDITURE CLASSIFICATION IS THAT IN USE BY FEDERAL DEPARTMENTS AND IS RECOMMENDED
FOR USE IN GOVERNMENTAL AGENCIES.
IF IMPOSSIBLE TO SHOW OBJECT CLASSIFICATION OF ADMINISTRATIVE EXPENDITURES AS LISTED IN ITEM 1, ABOVE, AND
EXPLAINED ON THE REVERSE SIDE OF THIS FORM, LIST THE EXPENDITURES ACCORDING TO YOUR ACCOUNTS UNDER ITEM (I),
ABOVE.

Form DFA 99

Revised January, 1942

Effective July 1, 1942

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFAREINSTRUCTIONS—Forward two copies
to State Department of Social Wel-
fare, Sacramento, California

COUNTY REPORT OF ESTIMATED ANNUAL EXPENSES FOR WELFARE AGENCY

SUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIAFOR THE FISCAL YEAR BEGINNING July 1, 1941 AND ENDING June 30, 1942

SECTION A. ESTIMATED EXPENSES OF WELFARE AGENCY CLASSIFIED BY PROGRAM AND PURPOSE

	I ESTIMATED ASSISTANCE PAYMENTS	II ESTIMATED EXPENSE OF ADMINISTRATION	III TOTAL ESTIMATED EXPENSES (SUM OF COLUMNS I AND II)
1. AID TO NEEDY AGED	\$ <u>1,757,196.00</u>	\$ <u>44,800.00</u>	\$ <u>1,801,996.00</u>
2. AID TO NEEDY BLIND	\$ <u>85,981.00</u>	\$ <u>2,475.00</u>	\$ <u>88,456.00</u>
3. AID TO NEEDY CHILDREN	\$ <u>430,500.00</u>	\$ <u>28,850.00</u>	\$ <u>459,350.00</u>
4. INDIGENT	\$ <u>176,600.00</u>	\$ <u>22,450.00</u>	\$ <u>199,050.00</u>
5. OTHER WELFARE PROGRAMS	\$	\$	\$
(ITEMIZE - USE SEPARATE SHEET IF NECESSARY)			
C.C.C. ENROLLMENT	--	1,285.00	1,285.00
CRIPPLED CHILDREN	--	1,200.00	1,200.00
TUBERCULAR CASES	--	1,357.00	1,357.00
6. TOTAL ESTIMATED EXPENSES DURING ANNUAL PERIOD	\$ <u>2,450,277.00</u>	\$ <u>102,417.00</u>	\$ <u>2,552,694.00</u>

SECTION B. ESTIMATED EXPENSES OF ADMINISTERING AGED, BLIND, CHILDREN,
INDIGENT AND OTHER WELFARE PROGRAMS CLASSIFIED BY OBJECTS OF EXPENSE

1. *ESTIMATED CURRENT EXPENSES
(TOTAL (A) THROUGH (I) BELOW) \$ 100,817.00

(A) PERSONAL SERVICES \$ 89,441.00

(B) TRAVEL \$ 3,995.00

(C) COMMUNICATIONS \$ 1,878.00

(D) SUPPLIES \$ 1,616.00

(E) RENTAL OF SPACE \$ 428.00

(F) RENTAL OF EQUIPMENT \$ 800.00

(G) HEAT, LIGHT, AND WATER \$ 1,544.00

(H) BLIND EYE EXAMINATIONS \$ 100.00

(I) OTHER (ITEMIZE) \$ 1,015.00

INSURANCE & BOND 405.00

BULLETIN SERVICE 180.00

MINOR REPAIRS TO EQUIPMENT 250.00

EXPRESS, FREIGHT & CARTAGE 180.00

2. PURCHASES OF PLANT AND EQUIPMENT \$ 1,600.00

3. ESTIMATED EXPENSE OF ADMINISTERING ALL WELFARE
PROGRAMS DURING ANNUAL PERIOD (TOTAL ITEMS 1 AND 2,
SECTION B - SAME AS TOTAL OF COLUMN II, SECTION A) \$ 102,417.00

SECTION C. NUMBER OF EMPLOYEES

1. ESTIMATED TOTAL NUMBER OF EMPLOYEES IN WELFARE AGENCY 69

2. ESTIMATED NUMBER OF EMPLOYEES IN WELFARE AGENCY WHO
DEVOTE PART OR ALL OF THEIR TIME TO AGED, BLIND,
CHILDREN AND INDIGENT AID 68

Richard Roe
SIGNATURE OF COUNTY AUDITORJohn Jones
SIGNATURE OF COUNTY WELFARE DIRECTORDATE May 10, 1941DATE May 10, 1941

* FOR EXPLANATION OF OBJECT CLASSIFICATION OF EXPENDITURES SEE REVERSE SIDE.
OBJECT OF EXPENDITURE CLASSIFICATION IS THAT IN USE BY FEDERAL DEPARTMENTS AND IS RECOMMENDED FOR USE
IN GOVERNMENTAL AGENCIES.
IF IMPOSSIBLE TO SHOW OBJECT CLASSIFICATION OF ADMINISTRATIVE EXPENDITURES AS LISTED IN ITEM 1,
SECTION B, ABOVE, AND EXPLAINED ON THE REVERSE SIDE OF THIS FORM, LIST THE EXPENDITURES ACCORDING
TO YOUR ACCOUNTS UNDER ITEM (I), SECTION B, ABOVE.

Form CA 809

FORM CA 809
(Formerly Ca 32-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

INSTRUCTIONS—Forward 7 copies to
State Department of Social Welfare
Sacramento, California

COUNTY REPORT OF ESTIMATED QUARTERLY EXPENDITURES AND FUNDS
MADE AVAILABLE FOR AID TO NEEDY CHILDREN

SUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIA

FOR THE QUARTER BEGINNING January 1, 1942 AND ENDING March 31, 1942

Total Estimated Expenditures Subject to State Participation
(Including Children Living in Boarding Homes and Institutions)

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
1. Estimated number of needy children to receive aid	XXXXXXXXXX	1919	1925	1935
2. Estimated average assistance payment per child	XXXXXXXXXX	\$ 18.37	\$ 18.37	\$ 18.37
3. Estimated expenditures for aid (Item 1 × Item 2 for each month)	\$ 106,160.23	\$ 35,252.03	\$ 35,362.25	\$ 35,545.95
4. Total estimated administrative expenditures to be incurred for all children's cases under the Aid to Needy Children Law	\$ 7,021.79	\$ 2,340.60	\$ 2,340.60	\$ 2,340.59
5. Total estimated administrative expenditures to be incurred for children's cases eligible to Federal Aid only	\$ 4,766.26	\$ 1,588.76	\$ 1,588.75	\$ 1,588.75

Estimate of Federal Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
6. Total amount of estimated expenditures for aid for children subject to State participation. (Item 3 above)	\$ 106,160.23	\$ 35,252.03	\$ 35,362.25	\$ 35,545.95
7. Less: Estimated expenditures for children ineligible to Federal aid	\$ 13,471.12	\$ 4,471.12	\$ 4,500.00	\$ 4,500.00
8. Less: Estimated expenditures in excess of \$18.00 for one child and \$12.00 for each additional child in the same household group	\$ 22,563.91	\$ 7,513.91	\$ 7,520.00	\$ 7,530.00
9. Balance [Item 6 minus (Item 7 and Item 8)]	\$ 70,125.20	\$ 23,267.00	\$ 23,342.25	\$ 23,515.95
10. Estimated amount of Federal grant for aid to needy children (one-half of Item 9)	\$ 35,062.60	\$ 11,633.50	\$ 11,671.12	\$ 11,757.98
11. Additional amount allowed for administration (one-half of Item 5 above)	\$ 2,383.13	\$ 794.38	\$ 794.38	\$ 794.37
12. Total estimated amount of Federal funds to be received by the county for State and county share of Federal grant for aid to needy children, plus county share of additional grant for cost of administering the law. (Item 10 plus Item 11)	\$ 37,445.73	\$ 12,427.88	\$ 12,465.50	\$ 12,552.35

For State use only: Net Adjustment for Prior Quarters

Estimate of State Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
13. Total amount of estimated expenditures for aid for children subject to State participation. (Item 3 above)	\$ 106,160.23	\$ 35,252.03	\$ 35,362.25	\$ 35,545.95
14. Less: Estimated amount of Federal grant for aid to needy children (State and county share). (Item 10 above)	\$ 35,062.60	\$ 11,633.50	\$ 11,671.12	\$ 11,757.98
15. Less: Total estimated expenditures to be paid to children living in boarding homes and institutions for whom claims are to be filed under Section 1556.5 of the Welfare and Institutions Code	\$ 12,572.12	\$ 4,172.12	\$ 4,200.00	\$ 4,200.00
16. Balance [Item 13 minus (Item 14 and Item 15)]	\$ 58,525.51	\$ 19,446.41	\$ 19,491.13	\$ 19,587.97
17. Total estimated amount of State funds to be received by the county. (Two-thirds of Item 16)	\$ 39,017.01	\$ 12,964.27	\$ 12,994.03	\$ 13,058.65

For State use only: Net Adjustment for Prior Quarters

18. Total amount appropriated or made available for aid and administration of aid to needy children during this quarter from local funds. (Total of (A) and (B) below) \$ 28,337.87

(A) Amount appropriated or made available for aid \$ 23,699.21

NOTE—If the amount which has actually been made available for aid is less than one-third of the difference between the quarterly total of Item 13 and Item 14 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

(B) Amount appropriated or made available for administration \$ 4,638.66

NOTE—If the amount which has actually been made available for estimated county share of administrative costs is less than all administrative costs not subject to Federal participation (the quarterly total of Item 4 minus the quarterly total of Item 5) plus one-half of the administrative costs subject to Federal participation (one-half of the quarterly total of Item 5), show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

I HEREBY CERTIFY, That the above statements as to availability of county funds are true and correct.

STATE OF CALIFORNIA

COUNTY OF X

[SIGNATURE OF COUNTY AUDITOR]

Jane Doe being duly sworn, deposes and says: That he is the county official responsible for the administration of Aid to Needy Children in and for the said county; that the above is a true and correct statement of the estimated expenditures under the provisions of Chapter 1 of Part 2 of Division II of the Welfare and Institutions Code, and amendments thereto, and Title IV of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds.

Subscribed and sworn to before me this tenth day

[SIGNATURE OF DIRECTOR OR OFFICIAL IN CHARGE]

of November, 1942

Mary Jones
Title Deputy County Clerk

APPROVED:

Title Welfare Director

Richard B. Boe
Chairman, Board of Supervisors

Do Not Write in This Space

FORM Ag 809

(Formerly Ag 25-DFA)

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

INSTRUCTIONS—Forward 7 copies to
State Department of Social Welfare
Sacramento, CaliforniaCOUNTY REPORT OF ESTIMATED QUARTERLY EXPENDITURES AND FUNDS
MADE AVAILABLE FOR OLD AGE SECURITYSUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIAFOR THE QUARTER BEGINNING JANUARY 1, 1942 AND ENDING MARCH 31, 1942

Total Estimated Expenditures

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
1. Estimated number of aged individuals to receive aid	XXXXXXXXXXXX	3798	3823	3848
2. Estimated average aid payment per individual	XXXXXXXXXXXX	\$ 36.50	\$ 36.50	\$ 36.50
3. Estimated expenditures for aid. (Item 1 X Item 2 for each month)	\$ 418,618.50	\$ 138,627.00	\$ 139,539.50	\$ 140,452.00
4. Total estimated administrative expenditures to be incurred for administration of the Old Age Security Law	\$ 11,133.08	\$ 3,711.03	\$ 3,711.03	\$ 3,711.02

Estimate of Federal Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
5. Total amount of estimated expenditures for old age security. (Item 3 above)	\$ 418,618.50	\$ 138,627.00	\$ 139,539.50	\$ 140,452.00
6. Less: Estimated expenditures to aged persons ineligible to Federal aid	\$ 600.00	\$ 200.00	\$ 200.00	\$ 200.00
7. Balance (Item 5 minus Item 6)	\$ 418,018.50	\$ 138,427.00	\$ 139,339.50	\$ 140,252.00
8. Estimated amount of Federal grant for old age security. (One-half of Item 7)	\$ 209,009.25	\$ 69,213.50	\$ 69,669.75	\$ 70,126.00
9. 3 per cent additional for administrative costs. (Item 8 multiplied by 3 per cent) (Must not exceed Item 4 above)	\$ 6,270.28	\$ 2,076.41	\$ 2,090.09	\$ 2,103.78
10. Total estimated amount of Federal funds to be received by the county for State and county share of Federal grant for old age security, plus county share of additional grant for cost of administering the law. (Item 8 plus Item 9)	\$ 215,279.53	\$ 71,289.91	\$ 71,759.84	\$ 72,229.78
For State use only: Net Adjustment for Prior Quarters				

Estimate of State Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
11. Total amount of estimated expenditures for old age security. (Item 3 above)	\$ 418,618.50	\$ 138,627.00	\$ 139,539.50	\$ 140,452.00
12. Less: Estimated amount of Federal grant for old age security. (State and county share) (Item 8 above)	\$ 209,009.25	\$ 69,213.50	\$ 69,669.75	\$ 70,126.00
13. Balance (Item 11 minus Item 12)	\$ 209,609.25	\$ 69,413.50	\$ 69,869.75	\$ 70,326.00
14. Total estimated amount of State funds to be received by the county. (One-half of Item 13)	\$ 104,804.63	\$ 34,706.75	\$ 34,934.88	\$ 35,163.00
For State use only: Net Adjustment for Prior Quarters				

15. Total amount appropriated or made available for aid and administration of aid for old age security during this quarter from local funds. (Total of (A) and (B) below) \$ 109,667.43
- (A) Amount appropriated or made available for aid \$ 104,804.63
- NOTE.—If the amount which has actually been made available for aid is less than one-half of the quarterly total reported in Item 13 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.
- (B) Amount appropriated or made available for administration \$ 4,862.80
- NOTE.—If the amount which has actually been made available for estimated county share of administrative costs is less than the difference between the quarterly total of Item 4 and the quarterly total reported in Item 9 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

Do Not Write in This Space

I HEREBY CERTIFY, That the above statements as to availability of county funds are true and correct.

STATE OF CALIFORNIA

COUNTY OF X } ss.[SIGNATURE OF COUNTY AUDITOR] John Smith

Jane Doe being duly sworn, deposes and says: That he is the county official responsible for the administration of Old Age Security in and for the said county; that the above is a true and correct statement of the estimated expenditures under the Old Age Security Law, Chapter 1 of Division III of the Welfare and Institutions Code, and amendments thereto, and Title I of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds.

Subscribed and sworn to before me this tenth dayof November 194 1Mary Jones
Title Deputy County Clerk[SIGNATURE OF DIRECTOR OR OFFICIAL IN CHARGE] Jane DoeApproved: Richard Roe
Title Welfare Director
Chairman, Board of Supervisors

655-50 Sec. 655-50 Partial Month Claims
ANC

WELF. & INST. CODE SECS. 1559; 1560; 1522

In computation of a partial month claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim.

The day on which aid begins for a child and the day on which aid is discontinued are included in the number of days for which aid is claimed.

Example a: ANC in the amount of \$15 a month is approved to begin February 4. Aid for 25 days is allowed ($25/28 \times \$15$), making a total claim of \$13.39.

Example b: ANC in the amount of \$15 per month is discontinued on January 28. Aid for 28 days is allowed ($28/31 \times \$15$), making a total claim of \$13.55. (See case No. 4, Form CA 801-I.)

655-60 Sec. 655-60 State Participation—Eighteenth Birthday
ANC

WELF. & INST. CODE SEC. 1522

No aid under the ANC law shall be paid on behalf of any child past his eighteenth birthday. Discontinuance is effective as of the day immediately preceding the birthday. Aid is claimed for the portion of the month up to *but not including* the birthday. (See Sec. 105-20, Limitations on Age.)

Example: A child who receives ANC at the monthly rate of \$15 becomes 18 years of age on January 25. Aid is discontinued January 24. Aid for 24 days is claimed ($24/31 \times \$15$), or \$11.61. (See case No. 5, Form CA 801-I.)

655-70 Sec. 655-70 Audit and Payment of Institutional Aid Claims
ANC

WELF. & INST. CODE SECS. 1559; 1560

Institutional aid claims are audited to records in the office of the SDSW and certified to the State Controller for payment. Payment is not made by the State until after the care and maintenance of the child have been furnished and the institutional aid claim for reimbursement has been approved by the SDSW.

Payments are made in accordance with the authorization in the SDSW files at the time of audit of aid claim. Such authorization includes the approved Application (Form CA 200) and any subsequent Notices of Change (Form CA 232). These documents should be submitted promptly in order that the claim may be allowed.

655-80 Sec. 655-80. Institutional Aid Claim Correction
ANC

WELF. & INST. CODE SEC. 1560

The SDSW notifies the institution of changes or corrections in the amount of each institutional aid claim by means of a claim correction letter. The reason for each change or correction is stated to assist the institution in correcting continuing errors and to demonstrate the correct method of computing claims. The financial records of the institution should be reconciled with the claim correction letter so that State and institutional records agree. Questions should be immediately taken up with the SDSW.

Sec. 655-00 Method of Claiming Reimbursement of Aid **WELF. & INST. CODE SECS. 1559; 1560; 1510C** 655-00
ANC

ANC for children supported and maintained by institutions may be claimed by such institutions directly from the State in an amount not exceeding \$15 per month per child.

Reimbursement of such aid is allowed institutions on the basis of monthly claims made directly to the SDSW. (See Sec. 160-00, Provisions of W. & I. C. Regarding Institutional Inmates, and Sec. 160-15, Institution Inmates.)

Sec. 655-10 Forms Used in Institutional Aid Claims **WELF. & INST. CODE SECS. 1559; 1560** 655-10
ANC

Institutional aid claims consist of the following forms:

1. Institutional Affidavit (Form CA 800-I, formerly CA 6), an affidavit certifying to the total amount of the claim and setting forth certain facts in relation to the validity of the claim;
2. Monthly Claim for State Aid to Needy Children (Form CA 801-I, formerly CA 7), a report of all children in the institution on whose behalf aid is claimed by the institution.

(See Forms CA 800-I and CA 801-I in Sec. 655-99, Institutional Aid Claim Forms.)

Sec. 655-20 Submission of Institutional Aid Claims **WELF. & INST. CODE SECS. 1559; 1560** 655-20
ANC

Institutional aid claims shall be submitted to the SDSW immediately after the end of the month for which such aid claims are made. All aid covered by one aid claim shall apply to the same calendar month. All copies of the aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the others, that no page is missing or defaced, that the same items appear on the same page of each copy, and that related items in the various columns on the forms are in alignment.

Institutional aid claims should include all children for whom care and maintenance have been furnished for the particular month for which the claim is filed and for whom ANC has been approved. These cases shall be listed in State case number order.

Sec. 655-30 Supplemental Institutional Aid Claims **WELF. & INST. CODE SECS. 1559; 1560** 655-30
ANC

Supplemental claims may be submitted for any retroactive aid for cases which were not approved at the time the regular monthly claim was submitted to the SDSW. Such claims should be filed as soon as possible. A separate supplemental claim shall be filed for each month for which aid is claimed. Retroactive aid shall not be included in the claim for the current month.

Sec. 655-40 Identification on Institutional Aid Claims **WELF. & INST. CODE SECS. 1559; 1560** 655-40
ANC

The following information shall be included on each Monthly Claim for State Aid to Needy Children (Form CA 801-I): institution filing claim; month and year for which such aid claim is filed; State case number; family and given name of children; effective date of discontinuance (if any); amount received for specific support of a child from other than public funds for time claimed; time claimed (when less than a full month); amount due from State for each child.

Sec. 655-99 Institutional Aid Claim Forms

655-99

ANC

Form CA 800-I

Form CA 801-I

FORM CA 800-I
(Formerly Form CA 6-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Institution Affidavit to Accompany
Monthly Claim for Aid

Read This Affidavit Carefully

STATE OF CALIFORNIA

To _____ (Name of Institution) DR.
Give full name of institution

ADDRESS _____ (Address of Institution)

FOR THE SUPPORT OF
NEEDY CHILDREN FOR WHOM APPLICATIONS HAVE BEEN APPROVEDAs provided in Chapter 1 of Part 2 of Division II of the Welfare and
Institutions Code and Amendments Thereto

For the month ending January 31, 1942 Fiscal Year

Do not write in this space

TOTAL NUMBER CLAIMED FOR	AMOUNT CLAIMED FROM STATE (Totals of Column No. 6 on claim blank Form CA 7)
5	\$ 67.26

Do not write in this space

STATE OF CALIFORNIA

COUNTY OF XX

Jane Doe, being duly sworn, deposes and says: That she is the

Superintendent of the aforesaid institution, and is acquainted with the condition
of the institution, the number of whole orphans, half orphans, abandoned children, children of incapacitated
or tubercular father, foundlings and illegitimate children maintained by said institution.That each one of the whole orphans, half orphans, abandoned children, children of incapacitated
or tubercular fathers, foundlings and illegitimate children named in the accompanying report is named by
his or her true name, so far as is known.That the number of whole orphans, half orphans, abandoned children, children of incapacitated
or tubercular fathers, foundlings and illegitimate children maintained is correctly set out in the above
report.

That the transcript of books and accounts hereto annexed is true and correct.

That the authorities of said institution have in every respect complied with the provisions of Chap-
ter 1 of Part 2 of Division II of the Welfare and Institutions Code and the amendments thereto.

[SIGN HERE] Jane Doe

Subscribed and sworn to before me, this 31st day of January, 1942

Dennis Doaks
Notary PublicSUBMIT IN DUPLICATE TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO
EACH CLAIM MUST COVER ONLY ONE CALENDAR MONTH

To accompany claim blank Form CA 7 in duplicate

FORM CA 801-I
(Formerly Form CA 7)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Monthly Claim for State Aid to Needy Children

As Provided in Chapter 1 of Part 2 of Division II of the Welfare and Institutions Code and Amendments Thereto

SUPPORTED BY _____ (Name of Institution) { Institution
California

ADDRESS _____ (Address of Institution)

For the Month Ending January 31, 1942

(1) DEPARTMENT OF SOCIAL WELFARE NUMBER	(2) NAME OF CHILD Family Given	(3) WHEN AID CEASED DATE	(4) AMOUNT RECEIVED FOR SPECIFIC SUPPORT OF CHILD OTHER THAN FROM PUBLIC FUNDS FOR TIME CLAIMED	(5) TIME CLAIMED DAYS	(6) DUE FROM STATE FOR ABOVE MONTH	(7) REASON FOR CONNECTION (Reserved for State Department of Social Welfare)
1	SMITH, Charles		-0-		15.00	1
2	JONES, Virginia		-0-	25	12.10	2
3	ROGERS, Roy		5.00		15.00	3
4	HOFFMAN, Sally	1/28	-0-	28	13.55	4 See Sec. 655-50 Example B
5	BROOKS, Norman	1/24	-0-	24	11.61	5 See Sec. 655-60 Example
					67.26	6
						7
						8
						9
						10

Submit in Duplicate to the State Department of Social Welfare, Sacramento, at the End of Each Calendar Month.
TO BE ACCOMPANIED BY AFFIDAVIT FORM CA 800-I IN DUPLICATE.

Page No. _____

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
July 15, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS
ERWIN M. HIRSCHFELDER
250 FRONT STREET
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUL 20 1942

PAUL PEER, Secretary of State

By *E. E. Silveira* Deputy

My dear Mr. Peek:

We attach one copy of:

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 25
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
July 2, 1942
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 26
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
July 2, 1942
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 27
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
July 9, 1942
NEW ALLOCATION RATE NOTICE NO. 13
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)
July 1, 1942
NEW ALLOCATION RATE NOTICE NO. 14
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)
July 1, 1942
CORRECTION TO ADDENDUM NO. 4 TO DIRECT DISTRIBUTION
BULLETIN NO. 9
July 2, 1942

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira

Administrative Assistant

360:337
Attach.

IN REPLY PLEASE REFER
TO:

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 2, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 25
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Effective June 30 the Santa Cruz depot, located at 350
Front Street, Santa Cruz, will be discontinued.

Distribution will be handled by the San Jose warehouse.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

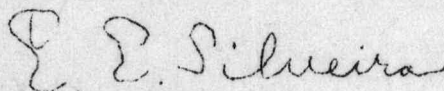
July 2, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 26
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Effective immediately, the address of the Redding Warehouse, formerly at 1701 West Street, will be located at 1835 Placer Street, Redding.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 9, 1942

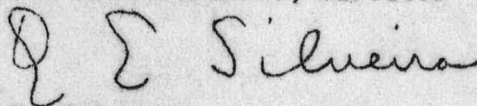
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 27
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

The Sacramento warehouse has been moved to 430 R Street, Sacramento.

The Santa Rosa warehouse is now located at 134 Fourth Street, Santa Rosa.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira

Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 1, 1942

NEW ALLOCATION RATE NOTICE NO. 13

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of Evaporated Milk will be to case composition codes A through H inclusive.

Distribution to General Assistance and Ward Indian cases, composition codes A through G inclusive will be in accordance with Schedule 4 of the Basic Table. (Page 4 of Direct Distribution Bulletin No. 5.)

Distribution to case composition code H. School Lunch, will be in accordance with Schedule 18 of the Basic Table. Rates of distribution will be in accordance with New Allocation Rate Notice No. 12 of Direct Distribution Bulletin No. 5.

No allocation shall be made to case composition code I, i.e., Institutions and Organizations.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira

E. E. Silveira

Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

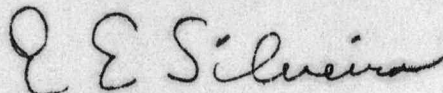
July 1, 1942

NEW ALLOCATION RATE NOTICE NO. 14
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of American Cheese will be to case composition Code H, School Lunch and Summer Feeding Programs only, and will be in accordance with Schedule 4 of the Basic Table. (Page 4 of DIRECT DISTRIBUTION BULLETIN NO. 5.)

Very sincerely yours,

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 2, 1942

CORRECTION TO ADDENDUM NO. 4
TO DIRECT DISTRIBUTION BULLETIN NO. 9

I. A. Second Paragraph - Line 2.

Delete: Allocation Form DD-632.

Insert: Form DD-626 Monthly Commodity Inventory
and Requisition.

I. B. 2 Line 1.

Delete: DD-632

Insert: DD-626

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert T. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
July 20, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
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BEN KOENIG
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LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUL 21 1942

PAUL PECK, Secretary of State

By *[Signature]*
Deputy

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
99 1/2 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR
Sacramento
July 3, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 181-H

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Public Proclamation No. 9.

Attached is a copy of Public Proclamation No. 9.

The paragraph 6 to which it refers in Public Proclamation No. 1 reads as follows: "The designation of prohibited and restricted areas within the Western Defense Command by the Attorney General of the United States under the Proclamations of December 7 and 8, 1941, and the instructions, rules and regulations prescribed by him with respect to such prohibited and restricted areas, are hereby adopted and continued in full force and effect."

This proclamation will affect certain persons receiving assistance under Bulletin No. 181.

Assistance may be continued until further notice under this plan to these persons if they remain in need.

Very sincerely yours

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120,
Welfare and Institutions Code)

Public Proclamation No. 9 is attached to only one copy of the bulletin sent to each county welfare department.

HEADQUARTERS WESTERN DEFENSE COMMAND
AND FOURTH ARMY

Presidio of San Francisco, California

Public Proclamation No. 9

June 27, 1942

TO: The people within the States of Washington, Oregon, California, Montana, Idaho, Nevada, Utah and Arizona and the Public Generally:

WHEREAS, By Public Proclamation No. 1, dated March 2, 1942, this headquarters, there were designated and established Military Areas Nos. 1 and 2 and Zones thereof, and

WHEREAS, By Public Proclamation No. 2, dated March 16, 1942, this headquarters, there were designated and established Military Areas Nos. 3, 4, 5, and 6 and Zones thereof, and

WHEREAS, The present situation within these Military Areas and Zones requires as a matter of military necessity the establishment of certain regulations pertaining to all aliens of enemy nationality within said Military Areas and Zones thereof:

NOW, THEREFORE, I, J. L. DEWITT, Lieutenant General, U. S. Army, by virtue of the authority vested in me by the President of the United States and by the Secretary of War and my powers and prerogatives as Commanding General, Western Defense Command, do hereby declare and establish the following regulations governing the conduct to be observed by all aliens of enemy nationality residing or being within the Military Areas above described, or such affected portions thereof as are hereinafter mentioned:

1. Paragraph 6 of Proclamation No. 1, this headquarters, is hereby rescinded, and the prohibited and restricted areas within the Western Defense Command designated by the Attorney General of the United States under the Presidential Proclamations of December 7 and 8, 1941, and the instructions, rules and regulations prescribed by him with respect to such prohibited and restricted areas are hereby superseded and eliminated, and said prohibited and restricted areas are hereby declared henceforth to be in the same status as the respective portions of the Western Defense Command within which they lie and as if this supersession and elimination had been made effective prior to or concurrently with the publication of Proclamation No. 1.

J. L. DEWITT
Lieutenant General, U. S. Army
Commanding

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
~~XXXXXXXXXXXX~~
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
July 6, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
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250 FRONT STREET
SAN FRANCISCO
COL. ERNEST L. PETERSON
CORONA
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 194

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: BUDGETS - Division of
Aid to Needy Children

The majority of the counties are now using the Aid to Needy Children budget schedule as a basic standard in determining the amount of aid to be granted, explaining any deviation from it in the individual case record. A few counties are following their own budget schedules. These counties have been requested to send in work sheets to show the computation of the schedules in order that they may be reviewed by the Home Economics Unit.

In accordance with the action of the Board of Social Welfare on May 22, 1942, counties are required to continue to apply the current basic Aid to Needy Children budget schedule or to follow a comparable adequate schedule which has been submitted to the State Department of Social Welfare for consideration and approval. Allowances in budget schedules should be commensurate with the current prices. Increases in food items, which may be indicated to conform to current prices, shall not be offset by blue food stamps issued by the Agricultural Marketing Administration.

As revisions of the Aid to Needy Children budget schedule, based on changes in prices of commodities are released to counties, the Aid to Needy Children caseload shall be rebudgeted on the basis of the revised budget as soon after the receipt of the schedule as it is administratively possible.

Very sincerely yours

Marttha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 1511 and 1560, Welfare and Institutions Code)

MAIN OFFICE
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616 K STREET

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311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
July 10, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
POST OFFICE BOX 12
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ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO
BEN KUENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STIYT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 200

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Method of Obtaining Reimbursement for Assistance and Administrative Expenses for Programs

- (1) Enemy Alien and Japanese Evacuation and Dependents of Detained or Interned Enemy Aliens,
- (2) Civilian Evacuation (Evacuation of non-service connected civilians, other than enemy aliens, from Alaska and Hawaii,
- (3) Civilian Welfare (temporary aid for civilians, other than enemy aliens, because of enemy action),
- (4) Services Rendered for Wartime Civil Control Administration

In order to summarize the methods of obtaining reimbursement for administrative expenses and assistance for War Services for the programs named above an outline is listed below:

I. ENEMY ALIEN AND JAPANESE EVACUATION AND DEPENDENTS
OF DETAINED OR INTERNED ENEMY ALIENS

Assistance
Expenses
Financing

A. Eligibility to these persons other than the dependents of interned aliens was defined in Bulletin No. 181. The financing of the assistance expenditures in this subprogram has been, since March 9, 1942, on the direct disbursement basis, i.e., through Federal Security Agency Disbursing orders FSA-dsa-3 now FSA-bpa-3.

You were notified in Bulletin No. 191 and Circular Letter No. 187 that effective March 23, 1942, assistance to dependents of detained or interned enemy aliens given since that date would be reimbursed in full from Federal funds.

The procedure for securing such reimbursement has now been set up and will be sent to any county requesting it by letter to the State Department of Social Welfare.

Administrative
Expenses
Financing

B. The expenses incurred in connection with the administration of this subprogram are at present either directly borne by the Federal Government as for example, in the case of expenditures for telephone and telegraph charged directly to the account of

the Federal Security Agency by the respective counties; or through reimbursement of salaries and/or other operating expenses via regular claims. These two alternatives were outlined in Bulletin No. 181 and also in the "AA Instructions #1 (181 Series)."

II. CIVILIAN EVACUATION (EVACUATION OF NON-SERVICE CONNECTED CIVILIANS, OTHER THAN ENEMY ALIENS, FROM ALASKA AND HAWAII)

Assistance
Expenses
Financing

- A. Expenses incurred in connection with assistance to evacuees from Hawaii and Alaska are now handled on the direct disbursement basis, i.e., through the medium of Federal Security Agency disbursing orders (Form FSA-bpa-3).

Such expenses cover transportation of persons, loans, rent, food, merchandise, etc. A detailed manual of instructions is available for any county receiving evacuees. Refer to Bulletin No. 191.

Administrative
Expenses
Financing

- B. The administrative expenses incurred in connection with the administration of this program are not subject to reimbursement, at least insofar as concerns salary expenditures. Since there is no special provision made for financing salary expenses incurred in connection with the administration of this program, it is possible for the Federal Government to participate in any such salary expenditures, only through the regular participation in a defense activity. This was covered in Bulletin No. 119-E.

Other operating expenses, specifically telephone and telegraph essential in the determination of assistance requested by an evacuee, can be charged by the participating counties directly to the Federal Security Agency account. It would be desirable that whenever either a direct charge is made for telephone or telegraph, the special account of "Civilian Evacuation" be specified.

III. CIVILIAN WELFARE (TEMPORARY AID FOR CIVILIANS, OTHER THAN ENEMY ALIENS, BECAUSE OF ENEMY ACTION)

Assistance
Expenses
Financing

- A. Assistance expenditures under this program are handled on a direct disbursement basis through the medium of Federal Security Agency disbursing orders (FSA-bpa-3). See Bulletin No. 191.

Administrative
Expenses
Financing

- B. Up to the present time, there seems to be no provision for reimbursement as such of salary expenditures incurred in connection with this program. It is assumed that at least a partial reimbursement of such salary expenditures can be secured under the provision already referred to above and contained in Bulletin No. 119-E.

IV. SERVICES RENDERED FOR WARTIME CIVIL CONTROL ADMINISTRATION

Assistance
Expenses
Financing

- A. Assistance expenditures made by WCCA through the local offices are handled through the WCCA Disbursing Orders drawn on the Federal Security Agency and paid by such agency.

... ..

1. The first step in the process of the development of the new system is the identification of the need for a new system. This is done by the management of the organization, who recognize the need for a new system to meet the changing requirements of the organization.

1. The first step is to identify the problem. This involves understanding the situation and the goals that need to be achieved. It is important to gather all relevant information and to consider the perspectives of all stakeholders involved.

1000

... ..

Administrative B. Administrative expenditures incurred in counties with WCCA
Expenses activities are reimbursable and may be claimed as outlined in
Financing Bulletin No. 181-A and AA Instructions #1 and #3.

The above procedures will be used until the State Department of Social Welfare receives grants from the Federal Government. At that time new procedures will be worked out similar to those used in filing claims for reimbursement on the categorical aid programs.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120, Welfare and Institutions Code)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
July 17, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 191 - SUPPLEMENT

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

- Subject: 1. Need Arising Because of Enemy Action in the Philippine Islands Brings in Another Group for Civilian Aid.
2. Additional Inclusions in Alaska and Hawaiian Evacuee Program.
3. Office of Social Security Board Not Open Saturday Afternoon and Sunday Unless on Special Request.

Further interpretation of the statement in Bulletin No. 191 of eligibility to Civilian War Aid is as follows:

To Section 3, page 3, Civilian Welfare, add the following paragraph:
"It has been determined that persons, other than enemy aliens, within the United States who are in need because of enemy action in the Philippine Islands may receive Civilian War Aid.... Such persons may be considered even though their need may arise as a result of deprivation of income which they were previously receiving from investments in Philippine industries."

In services to evacuees from Alaska and Hawaii the program includes all civilians other than enemy aliens and the previous reference to "Civilian Citizens" implying that United States citizenship was necessary may be disregarded. Persons of service connection if referred by the Red Cross may come under the program and evacuees from the South Pacific may be included.

The Social Security Board has informed the State Department of Social Welfare that their disbursing facilities will not be available for the period between 12:00 noon Saturday and Monday morning unless on specific request from the State Department of Social Welfare Department. This decision was reached after it became apparent that under present conditions this service was not required.

(Authority: Sections 113 and 120,
Welfare and Institutions Code)

Very sincerely yours

Marttha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
540 VAN NESS AVENUE

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
July 28, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
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1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

We attach one copy of:

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 4

July 15, 1942

ADDENDUM NO. 2 TO DIRECT DISTRIBUTION BULLETIN NO. 10

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 10)

July 23, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 28

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

July 22, 1942

ADMINISTRATIVE BULLETIN NO. 7

July 23, 1942

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
Administrative Assistant

360:337
Attach.

FILED

in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

JUL 29 1942

PAUL PEEK, Secretary of State

Edmund H. Dickson
Deputy

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 15, 1942

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 4

Page 16, Paragraph 8 shall be changed to read:

The Commodity Distribution Manager shall require the authorized representative of the charitable institution or organization to submit a properly executed "Affidavit" Form DD 633, in duplicate, before receiving each delivery of food. This affidavit shall be considered an amendment to the DD 632 form and filed with it. The original is to be retained in the Commodity Distribution Manager's file and the duplicate to be sent to the Supervisor of Commodity Distribution. The Commodity Distribution Manager shall make deliveries of food only upon express authorization from the Supervisor of Commodity Distribution for each specific lot of commodities regardless of whether an application is in the Division of Commodity Distribution State file.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution
July 23, 1942

ADDENDUM NO. 2 TO DIRECT DISTRIBUTION BULLETIN NO. 10
(To be attached to DIRECT DISTRIBUTION BULLETIN No. 10)

The June Form DD-525 Rev. D, Monthly Report of Distribution, is to be the final report for WPA production articles prepared on that form, with the exception that processed articles with source AMA, such as sheets, pillow cases, blankets, mattresses, comforters, etc., must continue to be reported on Form DD-525 Rev. D.

A separate sheet containing entries for these items is to be attached to the food report Form DD-525 Rev. D sent to the Accounting Division, Room 746, 821 Market Street, San Francisco.

This sheet will reflect the inventory status of AMA processed items, distribution, segregation of distribution to the different types of cases, and recipient data in the spaces provided.

One copy of the AMA processed item report, Form DD-525 Rev. D., must be attached to each Form DD-448 B, Monthly Inventory Report of Clothing and Household Articles, when submitted monthly.

The Form DD-448 B will replace Form SRA-448 A Rev.

Effective with the July accounting period Form DD-448 B will become the basic accounting document for reporting WPA production articles. Opening inventory, direct receipts or receipts from base, area or district warehouses, transfers out, available inventory during the month, distribution, distributing gains, losses and inventory at the end of the month must be accurately recorded. The closing date for this report shall be the last working day of the calendar month.

The completed report is to be mailed not later than the fifth day of the month following the month for which the report is prepared.

Form DD-448 B shall be prepared in an original and in sufficient copies to provide for the following distribution:

Original to Accounting Division, Room 746, 821 Market Street
San Francisco, California

One copy to WPA Sponsorship Unit, 1004 7th Street,
Sacramento, California

One copy to base warehouse serving reporting warehouse

One copy to area office of district warehouse

One copy to be retained in reporting warehouse file

Form DD-448 B will be compiled as follows:

Col. 1: Physical Inventory End of Last Month.

Enter in this column in detail by sizes the actual physical inventory on hand at the end of the month preceding the month for which the report is prepared. These entries must agree with the entries appearing in Col. 6 of the previous month's report.

Col. 2A: Direct Receipts During Month.

Enter in this column in detail by sizes only direct shipments during the month; that is, items received directly from a production center. These entries must be supported by a copy of the original receipt document attached only to the copy of DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco. Do not enter in this column items received on warehouse transfer either from the base warehouse or from area or district warehouses.

Col. 2B+: Transfers In During Month.

Enter in this column by size detail only shipments from the base, area or district warehouses received during the month. Such entries will be supported by a receipted copy of Form DD 623, Packing Slip, attached only to the copy of Form DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco.

Col. 2B-: Transfers Out During Month.

Enter in this column by size detail only base warehouse, area or district Warehouse outgoing shipments. These entries will be supported by a copy of DD-623, Packing Slip, attached only to the Form DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco.

Col. 3: Available During Month.

Enter in this column in detail by sizes the sum of Column 1 plus Column 2A, plus Column 2B+, minus Col. 2B-. This entry will show the total items available during the month.

Col. 4: Distributed and Bulk Deliveries During Month.

A. Distributed During Month.

Opposite the caption "Distributed" appearing in the vertical column at the left, enter in Column 4 in totals by types of garments all issues made during the month other than those defined under B shown below. (Issues include items in bundles at warehouses or in commissary awaiting delivery to clients.) Entry by size detail is not required in Column 4. The source of this entry is the DD-450, Stock Control Card, totals which are supported by client requisitions or other receipt documents in the warehouse files.

B: Bulk Deliveries to Counties.

Opposite the caption "Bulk Deliveries" appearing in the vertical column at the left, enter in Column 4, in totals by types of garments, deliveries to counties. Entry by size detail is not required in Column 4.

The source of this entry is the DD-450, Stock Control Card. In Support of these entries it is required that a receipted copy of Packing Slip, Form DD-623, be attached only to the copy of Form DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco.

C: Special Procedure - Column 4.

On page 14 of the Form DD-448 B under Open Stock Layette Items and Household Articles only one line has been provided for recording each item. It is necessary that individual DD-450 cards be maintained for each of these items on hand in the warehouse and that recording for each be complete in Columns 1 through 6 on

the Form DD-448 B. However, provision of only one line for recording each item necessitates insertion of two figures in Column 4 for each item issued both as bulk delivery and under direct distribution. The figure for bulk delivery will be followed by the code letter "B". The figure for direct distribution will be followed by the code letter "D". The caption "Column 1 through 6, Total" following each type need not show detail regarding method of delivery. Therefore these spaces will require only one figure in Column 4.

Col. 5: Inventory Gains During Month.

Enter in this column inventory gains developed during the month. Entry by size detail is not required. Entries must be supported with detail by types of garments on Form DD-528 Rev., Monthly Report of Losses and Inventory Adjustments. Only one copy of this form need be submitted and it should be attached to the Form DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco.

If clothing previously reported as issued is returned by a county (clearance with the Supervisor of Commodity Distribution must be obtained before acceptance of such a return) the items returned will be entered in Column 5 by types of garments without size detail. The number of garments of each type returned, the county making the return, and the reason for the return will be stated on the supporting Form DD-528 Rev.

Col. 5-: Inventory and Actual Losses During Month.

Enter in this column inventory and actual losses occurring during the month by types of garments. Entry by size detail is not required. Entries must be supported with detail by types of garments on Form DD-528 Rev. In addition to the DD-528 entry each actual known loss will be supported by one copy of Form DD-449, Spoilage and Damage Voucher, attached only to DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco.

Col. 6: Physical Inventory End of This Month.

Enter in this column by size detail the actual physical count of items on hand at the end of the month. These entries will be supported by the memorandum of actual count retained in the warehouse files.

Totals shall be inserted in the spaces provided on page 14 for items listed on pages 1 through 14 and on page 17 for items listed on pages 15 through 17. If horizontal computation of grand total Column 1 plus or minus intermediary columns results in the grand total figure appearing in Column 6, this will prove the accuracy of the addition of totals. All total figures must be verified by horizontal computations.

Inventory totals by types of garments reported on hand at the end of June accounting period (in Column 1 of the DD-448 B report for July, 1942) must each be substantiated by an entry appearing on a Stock Control Card, DD-450, in the warehouse. A revision of DD-450 cards as of July 1 will be necessary to accomplish this. Also only those sizes of garments listed under one caption on the DD-448 B may be combined on one DD-450 card. Odd sizes made to special order or items appearing on Price List Supplement No. 1, Woolen Clothing, and Supplement No. 2, Odd and Outsized Garments, will be recorded on separate DD-450 cards in size combinations appearing on the supplemental price lists and will be written in on blank sheets 15, 16 and 17 of DD-448 B in price list order. (See instructions for reporting on DD-448 B, Page 15.)

Whereas it is not required to enter size detail in Columns 4, 5⁺ and 5⁻, Columns 1 to 6 must be complete and in balance across the sheet for totals of garments by type.

Enter in Column 4 the total of items distributed during the reporting period including special deliveries which can not be recorded on DD-620, Statistical Recapitulation Sheet, under the categorical headings provided for thereon. Such special deliveries shall be reported in detail on a separate memorandum attached to Form DD-620 showing the name of project to which delivery was made, the number of units delivered and a description of the item and value if known.

Form DD-623, Packing Slip, which is the supporting document for transfers between warehouses and of bulk deliveries must show the name and address of the consignor as well as of the consignee.

The month in which the transaction is recorded on Form DD-448 B and DD-450, Stock Control Cards, shall be plainly indicated on the Form DD-623.

Care will be exercised by the shipping warehouses to coordinate deliveries with the closing date of accounting, to eliminate the possibility of shipments recorded as a current month's transaction not being receipted for by the consignee in the current month.

To assure coordinated accounting it is advisable that no deliveries between warehouses be made, except in emergencies, from the 25th to the last day of the month.

When preparing shipments sufficient copies of the Packing Slip, Form DD-623, will be made to provide two reporting copies for routing as follows:

One copy for attachment to the Monthly Form DD-448 B prepared by the shipping warehouse (to indicate the date shipment was made, number of items shipped in size detail with recapitulation by type and the month in which such transfers will be accounted). This copy is to be attached to the Form DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco; items appearing on this form will substantiate entries in Column 2B- of the DD-448 B report of the shipping warehouse.

One copy for attachment to the monthly Form DD-448 B prepared by the receiving warehouse. This copy will accompany the shipment to its destination and must show the signature of the person receipting for the shipment and the date of receipt. This copy is to be attached to the Form DD-448 B addressed to the Accounting Division, 821 Market Street, San Francisco, and will substantiate entries in Column 2B⁺ of the DD-448 B report of the receiving warehouse.

Clothing Stocks Frozen for Emergency:

Those warehouses maintaining frozen clothing stocks for war emergency will submit a separate DD-448 B report covering the frozen inventory. Transfers from regular to frozen stock will be recorded in Column 2B-, Transfers Out, of the regular DD-448 B. Entries in Column 2B⁺, Transfers In, of the Freeze DD-448 B will substantiate these entries, and DD-623 for such transfers is not required. Items of frozen stock on hand at the end of the preceding month will appear in Column 1 of the Freeze DD-448 B. Items transferred from regular stock to freeze stock will be entered in Column 2B⁺. Items withdrawn from Freeze for use, should this occur, would be entered in Col. 2B-. Other columns of the special Freeze DD-448 B report

will be compiled in accordance with the preceding instructions covering the regular monthly report.

A separate DD-450, Stock Control Card, should be maintained for Frozen items by types of garments and transfers between the regular stock and freeze stock should be supported by Form DD-412, Delivery Receipt, maintained in the warehouse files, which will be the source document for entries to regular and freeze DD-450 Stock Control Cards.

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 22, 1942

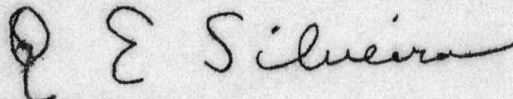
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 28
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Mr. Gordon K. Nigh is appointed Supervisor of Commodity Distribution, effective July 13, 1942.

Mr. Desmond Williams is appointed Base Warehouse Manager at 1308 Factory Place, Los Angeles, effective July 13, 1942.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE

STAMP DISTRIBUTION DIVISION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO. 7

DATE: July 23, 1942

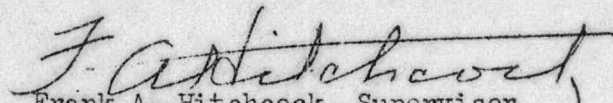
SUBJECT: PREPARATION OF CERTIFICATION
FOLDERS FOR MACHINE UNIT

In a comparison of newly originated Machine Master Cards with Office Record Cards, it develops that in many cases the address is not the latest present address of the eligible participant as recorded on Office Record Cards.

It will be necessary, therefore, that personnel assigned to this work in Stamp Issuing Offices compare address on Office Record Card with address on current certification document, entering the current present address of participant on work sheet that is being placed in certification document folder.

This is exceedingly important. We must not mail Purchase Authorization Cards to wrong addresses.

MARTHA A. CHICKERING, DIRECTOR


Frank A. Hitchcock, Supervisor
Stamp Distribution Division